

2021 CITIZEN'S CHARTER

SECURITIES AND EXCHANGE COMMISSION (EXTENSION OFFICES)
Baguio City | Tarlac City | Legazpi City | Cebu City | Bacolod City |
Iloilo City | Cagayan De Oro City | Davao City | Zamboanga City

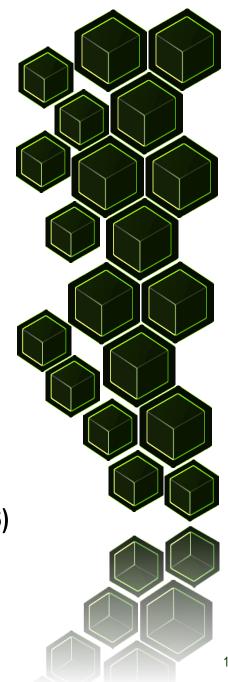


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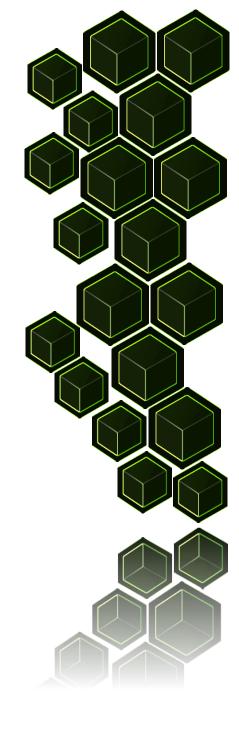
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BAGUIO CITY SEC - EXTENSION OFFICE

3/F Newton Square, Navy Base Road, Baguio City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

Office or Division:	SEC Baguio Extension Office (SEC	C-BEO)		
Classification: Simple and Complex				
Type of Transaction:	G2B – Government to Business			
Who may avail:	All registered domestic corporations to	through their Authorized Representatives		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) 1 set original and 3 sets photocopies		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Amended Articles of Incorpor	ration/By-laws			
majority of the directors or tre certifying (i) the amendment of indicating the amended provi- or trustees and stockholders of the stockholders` or membidentification number of the stockholders	ignatories which shall be placed			
4. Notarized Secretary's Certific corporate dispute	ate on no pending case of intra-			
	ion (CMD) / EO Monitoring Officer	SEC-BEO		
Additional Requirements				
6. Clearance from other SEC de	• • • •			
	oprietary or non-proprietary bs), listed and public companies	Corporate Governance and Finance Department (CGFD)		

6.2For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)	Markets and Securities Regulation Department (MSRD)
7. Endorsement from other government agencies, if applicable (1 original copy)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES
	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
	B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
	C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
7.1. If the provision to be amended is the corporate name, submit:	
7.1.1.Name Verification Slip (1 original)	Name verification slip may be secured manually through the SEC EO by the verifying officer
7.1.2.Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)	May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day
7.2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
8. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If corporate name is for amendment:	Approves or denies proposed name/s or trade name/s	P100.00 per proposed corporate/trade name/s	10 minutes per application	Director

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)1.2. If name is rejected,	Approves or denies appeal for the proposed name/s or trade name/s			
	registrant may appeal for the proposed corporate name				
2.	For pre-processing, secures number from the guard on duty and proceeds to EO	Verifies completeness of amendment requirements	None	Up to 10 minutes per application	Frontline Staff
	Counter for presentment of documentary requirements	2.1. If documents are complete: 2.1.1.Endorses documents to Securities Counsel I		Up to 10 minutes per application	EO Administrative Assistant II
		2.1.2.If documents are incomplete:			
		2.1.3.Returns documents to clients for compliance			
3.	Waits for the corporation's name to be called by the Securities Counsel I	Processes and evaluates application for amendment (MONITORING PERIOD/S EXCLUDED)	None	30 min	Securities Counsel I
		3.1. If compliant, issues Payment Assessment Form			

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.2. If non-compliant, issues a checklist for compliance			Administrative Assistant II Cashier
4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 4. Issues the Official Receipt and machine-validated Payment Assessment Form 5. Issues the Official Receipt and machine-validated Payment Assessment Form 6. Issues the Official Receipt and Machine-validated Payment Assessment Form 6. Issues the Official Receipt and Machine-validated Payment Assessment Form 6. Issues the Official Receipt and Machine-validated Payment Assessment Form 7. Issues the Official Receipt and Machine-validated Payment Assessment Form 8. Issues the Official Receipt and Machine-validated Payment Assessment Form 8. Issues the Official Receipt and Machine-validated Payment Assessment Form 9. Issues the Official Receipt and Machine-validated Payment Assessment Payment Pay	Amendment of Articles of Inc. or By-laws: PHP 1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+****) Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ***** Amendment with corporate/trade	5 min	Cashier
	3.2. If non-compliant, issues a checklist for compliance 4. Issues the Official Receipt and machine-validated Payment	3.2. If non-compliant, issues a checklist for compliance 4. Issues the Official Receipt and machine-validated Payment Assessment Form Filing Fees: Amendment of Articles of Inc. or By-laws: PHP 1,040.00 (*+**+****) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+****) Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee-1% of the Filing Fee for amendment (PHP 10.00) ****Amendment with	3.2. If non-compliant, issues a checklist for compliance 4. Issues the Official Receipt and machine-validated Payment Assessment Form Amendment of Articles of Inc. or By-laws: PHP 1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+***+******************************

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			PHP 100.00 per reserved corporate/trade name/s ******Amendment by increasing foreign		
			equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5.	Proceeds to Receiving Officer for presentation of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	3-5 minutes per application	Frontline Staff COS Administrative Assistant II
6.	Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Incorporation and/or Bylaws	None	3-5 minutes per application	Administrative Assistant II
		6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws	None	10 minutes per application	EO Director
		6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minutes per application	Administrative Assistant II
7.	Proceeds to Releasing Officer for presentation of the original proof of payment and receives the signed	7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minutes per application	Frontline Staff/ Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Certificate of Amended				
Articles of Incorporation				
and/or By-laws TOTAL		DUD 100 00 per	1 hour and	
TOTAL		PHP 100.00 per proposed corporate/trade name/s Filing Fees: Amendment of Articles of Inc. or By-laws: PHP 1,040.00	10 minutes	
		(*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+**+***+***)		
		Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – P1,000.00		
		**Documentary Stamp Taxes - PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment (PHP		
		10.00)		
		**** Amendment with		
		corporate/trade		
		names, with		
		additional PHP		
		100.00 per reserved		
		corporate/trade		
		name/s		
		*****Amendment by		
		increasing foreign		
		equity FIA forms		
		(PHP 3,000.00 with		
		LRF of PHP 30.00)		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business;G2	2C- Government to Client		
Who may avail:	All registered partnerships through	their Authorized Representatives		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
Basic Requirements (1 set original and 3 sets photocopies)		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Cover Sheet; and				
3. Amended Articles of Partnersh	iip	Any of the partners		
4. Additional Requirements				
4.1. Endorsement from other g applicable (1 original)	overnment agencies, if	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas		
4.2. If the provision to be am submit:	ended is the partnership name,			
4.2.1. Name Verification Slip		Name verification slip may be secured manually by OOTD		
	to change partnership name. (Not stated in the AP) (1 original; 3	May secure copy from the Public Assistance and Complaint Desk/ OOTD		
submit:	ended is the change of partners,			
4.3.1.Deed of Assignment documents showing	of partnership interest and or ng withdrawal, resignation,	Assignee and Assignor Partners		

retirement and death of a partner (1 original; 3 photocopies)	
	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
5. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	If partnership name is for amendment:	Approves or denies proposed name/s or trade name/s	PHP 100.00 per proposed partnership/trade	10 minutes per application	Director
	 1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s) 1.2. If name is rejected, registrant may appeal for the proposed partnership name 	Approves or denies appeal for the proposed name/s or trade name/s	name/s		
2.		Verifies completeness of amendment requirements 2.1. If documents are complete: 2.1.1.Accepts documents for assignment to EO processors	None	5-10 minutes per application5-10 minutes per application	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. If documents are incomplete:2.2.1.Returns documents to clients for compliance			
Waits for the partnership's name to be called by the Securities Counsel I	3. Processes and evaluates application for amendment 3.1. If complete and compliant, issues Payment Assessment Form 3.2. If non-compliant, issues a checklist for compliance	None	20 min 10 min	Securities Counsel I Cashier
4. Pays the filing fee	Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles Partnership: PHP 2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 20.00) **** Amendment with partnership/trade	5 minutes	Cashier

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			names, with additional PHP 100.00 per reserved corporate/trade name/s ******Amendment with Deed of Assignment of Partner's Interest - PHP 2,000.00 per Deed ******Amendment of Partnership with Increase in Capital - 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *******Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
for doc	ceeds to Receiving Officer presentment of cumentary requirements n proof of payment	Receives and verifies documentary requirements and proofs of payment	None	3-5 minutes per application	Administrative Assistant II
6. Wa	its for the issuance of ned Certificate	6. Prepares the Certificate of Amended Articles of Partnership	None	20 minutes per application 10 minutes per application	Administrative Assistant II EO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 6.1. Signs the Certificate of Amended Articles of Partnership 6.2. Encodes signed Certificate of Amended Articles of Partnership 		10 minutes per application	Administrative Officer III
7. Proceeds to Releasing Officer for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership	7. Releases signed Certificate of Amended Articles of Partnership	None	5 minutes per application	Administrative Assistant II
TOTAL		PHP 100.00 per proposed partnership/trade name/s Filing Fees: Amendment of Articles Partnership: PHP 2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P PHP 30.00 ***Legal Research Fee-	1 hour and 55 min	

1% of the Filing Fee for amendment (PHP 20.00) ***** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment of Partners' Interest – PHP 2,000.00 per Deed ******Amendment of Partnership with Increase in Capital - 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 ********Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(PHP 20.00) ***** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s ****** Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed ******* Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 ******** Amendment by increasing foreign equity FIA forms (PHP					
**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed *****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *******Amendment by increasing foreign equity FIA forms (PHP					
with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s ******Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed ******Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 ********Amendment by increasing foreign equity FIA forms (PHP					
partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed *******Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *********Amendment by increasing foreign equity FIA forms (PHP					
names, with additional PHP 100.00 per reserved corporate/trade name/s ******Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed *******Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *********Amendment by increasing foreign equity FIA forms (PHP					
additional PHP 100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed *******Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00 ********Amendment by increasing foreign equity FIA forms (PHP					
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3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	All Partnerships and Corporations duly record	ded and registered at Securities and Exchange Commission, respectively.	
CHECKL	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
1. Duly accomplished rec	juest form	EO Public Assistance/ OOTD	
Secretary showing the	ertified under oath by the Corporate present capital structure of the Company s, nationality, no. of shares and amount paid-up capital)	To be provided by the Company	
Secretary's Certificate on non-existence of intra-corporate dispute		Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf	
4. Audited Financial State received by SEC and B	ements as of the last fiscal year, stamped	To be provided by the Applicant	
payment/s to unpaid so shares out of the uniss infusion made after the increase in capital stoo	tial Statements, in case there is/are ubscription/s or additional issuance of sued authorized capital stock thru cash e fiscal year or after the approval of the ck not covered by item 4, to be received olication has been reviewed by the	External Auditor to be engaged by the Company	
6. Monitoring Clearance		SEC-BEO	
Additional Require	ment for Percentage of Ownership		
7. Stock and transfer boo verification)	ok of the corporation (to be presented for	To be provided by the Applicant	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number from the OOTD	Calls the number and assists the client	None	5 minutes	Frontline Staff/
2.	Submits the requirements to the Administrative Assistant II for pre-processing	Records the application for -pre- processing	None	25 minutes	Frontline Staff
	in pro processing	2.1. For first time applicants, Assigns the application to an EO Securities Specialist			Administrative Assistant II
		2.1.1.If for compliance, records the date of submission and forwards the application to the			
		assigned EO specialist 2.2. Advises the client when to follow up the application		5 minutes	Frontline Staff
		2.3. Examines whether the documents submitted are complete in form and in substance.		Within 1.5 days (including draft certificate of paid-up capital)	Securities Counsel I
		2.3.1.If application is complete and in order, the Securities Counsel I prepares Final Report and submits it to the EO Director/OIC for review			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*			
	Evaluates the final report and reviews the recommendation of the Securities Counsel I		10 minutes	Director
	2.5. If approved for filing, orders the EO Specialist to issue Payment Assessment Form (PAF)		20 minutes	Cashier/ Securities Specialist II
	2.5.1.If approved for filing, orders the assigned EO specialist to issue Payment Assessment Form (PAF)			
	2.5.2.If not approved, returns the application to the EO Specialist. Go to Step 2.3.1			
Prepares follow-up slip (form is available at the Guard) and submits to OOTD/ Administrative Assistant II	Receives the follow-up slip and forwards it to the assigned financial specialist	None	5 minutes	Frontline Staff

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.	Receives the Payment Assessment Form	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Securities Specialist II
5.	Pays the corresponding filing fees	5. Receives and acknowledges payment	*PHP 1,040 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	10 minutes	EO Cashier/ Specialist II
6.	Submits complete application requirements for processing together with the validated PAF 6.1. In case wherein the basis for certification is	Receives complete application requirement and validated PAF 6.1. Receives the Audited Interim Financial Statements and other docs	None	10 minutes	Administrative Assistant II
	Audited Interim Financial Statements, submits the Audited Interim Financial	6.2. Prepares Certificate of Paid- up		10 minutes	Securities Counsel I
	Statements then proceeds to Step 6	6.3. Signs the Certificate of Paid- up Capital		10 minutes	EO Director
		6.4. Records the approved Certificate of Paid-up Capital		10 minutes	Administrative Officer III
7.	Presents the Official Receipt to the Releasing Officer	7. Receives the Official Receipt	None	5 minutes	Administrative Assistant II
8.	Receives the duly signed Certificate of Paid-up Capital	Releases the signed Certificate of Paid-up Capital	None	10 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		PHP 1,040.00 /	(Within) 1 day, 5	
		сору	hours and 50	
			minutes	

4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

Office or Division:	SEC Baguio Extension Office (SEC-BEO)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and Exchange Commission			
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover sheet		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
2. Certificate of Increase	of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the		
		Revised Corporation Code (Sections 15 and 37)		
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with		
		Section 37 of the Revised Corporation Code		
4. Directors' certificate		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		Directors' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Directors_Certificate.pdf		
		Trustees' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Trustees_Certificate.pdf		
5. Amended Articles of I	•	To be prepared by the Company		
	f record as of date of meeting approving	To be prepared by the Company		
	g their nationalities and their respective			
· · · · · · · · · · · · · · · · · · ·	ip capital on the present authorized capital			
	path by the corporate secretary			
-	on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following		
dispute		URL:		

		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at SEC website through the following
	subscribing shareholders	URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9.	i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year	To be provided by the company
	stamped received by BIR and SEC, if payment for subscription	
	is already reflected therein)	
	ii. SPECIAL AUDIT REPORT, if:	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
	a) listed companies;	at SEC website through the following URL:
	b) public companies defined in the Securities Regulation Code;	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	c) companies that offer or sell securities to the public;	
	d) companies with secondary license;	
	e) Where payment to subscription to the increase is more than	
	P50,000,000.00	
	otherwise,	
		EO Public Assistance
	iii. SUBSCRIPTION CONTRACT executed under oath among	
	stockholder/s, treasurer and president for the corporation,	
	stating the number of additional shares subscribed to and paid	
	for.	
	Note: Per Memorandum Circular No. 11 Series of 2016	
	Note. Fer Mellioralidulli Girculai No. 11 Series di 2010	
	iv. For RURAL BANKS:	Bangko Sentral ng Pilipinas
	a) Notarized Certification on payment for subscriptions to be	Bangko Contra ng Filipinao
	signed by majority of the rural bank's Board of Directors in	
	accordance with the form required by BSP	
	accordance with the form required by bot	

b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	
10. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance	SEC Extension Office
13. Others	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	5 minutes	Frontline Staff
2.	Submits the requirements to the Administrative Assistant II	Records the application for -pre-processing 2.1. For first time applicants, Assigns the application to a Securities Counsel I 2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO processor	None	5 minutes	Frontline Staff
		2.2. Examines whether the documents submitted are	None	30 minutes	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	complete in form and in substance.			
	2.2.1.If application is complete and in order, endorses to Specialist II for evaluation of financial documents	None		Securities Specialist II
	2.2.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			
	2.3. Advises the client when to follow up the application (NOTE PERIOD/S FOR MONITORING)	None	5 minutes	Frontline Staff
	2.4. Reviews the final report		15 minutes	Securities Specialist II
	2.4.1.If compliant, issues Payment Assessment Form (PAF)			

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.2			
3. Prepares follow-up slip (fo is available at the Guard) a submits to Counter Officer		Receives the follow-up slip and forwards it to the assigned monitoring officer	None	5 minutes	Frontline Staff
4. Receives the Payment Assessment Form	4.	Issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Securities Specialist II
5. Pays the filing fees	5.		1. Amended Articles of Incorporation – PHP 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher	15 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**For corporation		
		without par value –		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		PHP 100.00 per		
		share but not less		
		than PHP 3,000.00		
		or the issue value of		
		the subscribed		
		capital stock,		
		whichever is higher		
		3. LRF -equivalent		
		to 1% of the		
		computed filing fee		
		for Increase of		
		Capital Stock but		
		not less than PHP		
		10.00		
		4. Documentary		
		Stamp tax of PHP		
		60.00		
		*Inclusive of LRF of		
		PHP 10.00		
		FIIF IU.UU		
		***For Corporations		
		with FIA Application		
		- Additional PHP		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3,060, inclusive of		
		LRF of PHP 30.00		
		and DST of PHP		
		30.00	F	E 11: 01 111
6. Presents complete documents to Receiving Officer	Assists clients/ receives complete ICS documents	None	5 minutes	Frontline Staff/ Administrative Assistant II
7. Submits complete application requirements for processing together with the validated PAF in 4 sets	7. Receives the complete application requirements and validated PAF	None	30 minutes	Administrative Assistant II
7.1.	7.1. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation	None	30 minutes	Administrative Assistant II/ COS
	7.2. Signs and approves the application	None	15 minutes	Director
	7.3. Encodes the details of the Increase of Capital Stock in the system	None	15 minutes	Administrative Officer III
	7.4. Forwards the approved application to the Releasing Unit			
Waits for number/ corporate name to be called by Releasing Officer	Calls the number/ corporate name and assists the client	None	2 minutes	Frontline Staff
9. Presents the Official Receipt to the Releasing Officer	9. Receives the Official Receipt	None	3 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	10. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	10 minutes	Administrative Assistant II
TOTAL	Atticles of intol poration	1. Amended Articles of Incorporation – PHP 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the	3 hours and 20 minutes	
		increase in capital stock computed at PHP 100.00 per		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		share but not less		
		than PHP 3,000.00		
		or the issue value		
		of the subscribed		
		capital stock,		
		whichever is		
		higher		
		3. LRF -equivalent		
		to 1% of the		
		computed filing		
		fee for Increase of		
		Capital Stock but		
		not less than PHP		
		10.00		
		4. Documentary		
		Stamp tax of PHP		
		60.00		
		*Inclusive of LRF		
		of PHP 10.00		
		***For		
		Corporations with		
		FIA Application -		
		Additional PHP		
		3,060, inclusive of		
		LRF of PHP 30.00		
		and DST of PHP		
		30.00		

5. Increase of Capital Stock through Payment other than Cash

This service details the procedure on application for increase of capital stock by way:

- Conversion of advances/liabilities to equity
- Stock Dividends
- Land, building / condominium units
- Untitled Lands
- Inventories / Furnitures / Personal Properties
- Heavy equipment and machinery
- Shares of stock
- Motor Vehicle
- Sea vessel / aircraft
- Intangibles
- Net assets

Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities and	d Exchange Commission	
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE	
BA	BASIC REQUIREMENTS		
1. Cover sheet		EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf	
2. Certificate of Increase of Capital Stock		No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)	
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code	

4. Direc	ctors' certificate	EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp- content/uploads/2015/07/Directors Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-
5. Amer	nded Articles of Incorporation	content/uploads/2015/07/Trustees_Certificate.pdf To be prepared by the Company
6. List of the ir subs	of stockholders of record as of date of meeting approving necesse, indicating their nationalities and their respective cribed and paid-up capital on the present authorized capital certified under oath by the corporate secretary	To be prepared by the Company
7. Secre	etary's Certificate on non-existence of intra-corporate ute	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
	etary's Certificate on waiver of pre-emptive rights of non- cribing shareholders	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
	foreign equity is increased to more than 40%, compliance registration under Foreign Investments Act***	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
	prsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11. Moni	toring Clearance	SEC Extension Office
12 Com	ADDITIONAL REQUIREMENTS depending on the mode of payment	
	Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the company

12.2. A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable	
verification of the advances to be converted to equity, if	at SEC website through the following URL:	
not reflected in item 12.1	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf	
morrow minom in the management of the management		
12.3. Deed of Assignment of advances / liabilities	To be provided by the Company	
13. Stock Dividends		
13.1. List of stockholders entitled to stock dividend with their	To be provided by the Company	
respective outstanding shares and the allocation of stock		
dividend certified by the corporate secretary		
13.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Company	
13.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct	To be provided by the Company	
13.4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Company	
13.5. Reconciliation of Retained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf	
14. Land, buildings / condominium units		
14.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant	To be provided by the Applicant.	
14.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.	
14.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.	

14.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
14.5. Deed of Assignment	To be provided by the Applicant.
14.6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
14.7. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
14.8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
14.9. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
15. Untitled Lands	
15.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.
15.2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
15.3. Latest realty tax receipts	To be provided by the Applicant.
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
15.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.

15.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated	To be provided by the Applicant.
15.7. Affidavit executed by the transferor attesting to the: 15.7.1.Existence (or non-existence) of easements over the untitled property 15.7.2.Kind/description of the easement and its location 15.7.3.Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	To be provided by the Applicant.
15.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital	To be provided by the Applicant.
15.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 15.9.1. There is no other claimant to the untitled land 15.9.2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or 15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.
15.10. Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.
15.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)	To be provided by the Applicant.
15.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
15.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
15.14. Deed of Assignment	To be provided by the Applicant.

15.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application 16. Inventories / Furniture / Personal Properties	To be provided by the Applicant.
16.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the Applicant.
16.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
16.3. Deed of Assignment	To be provided by the Applicant.
17. Heavy equipment and machinery	
17.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.
17.2. Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.	To be provided by the Applicant.
17.3. Deed of Assignment	To be provided by the Applicant.
17.4. Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
18. Shares of Stock	
18.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
18.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
18.3. Deed of Assignment	To be provided by the Applicant.

18.4.	Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
18.5.	Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.
18.6.	Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.
18.7.	Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19. Motor	Vehicles	
19.1.	Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.
19.2.	Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.
19.3.	Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
19.4.	Deed of Assignment	To be provided by the Applicant.
19.5.	Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19.6.	Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.

20. Sea Vessel / Aircraft	
20.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.
20.2. Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.3. Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
20.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
20.5. Deed of Assignment	To be provided by the Applicant.
20.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
21. Intangibles	
21.1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant
21.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	To be provided by the Applicant
21.4. Deed of Assignment	To be provided by the Applicant
21.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. Net Assets	

22.1.	Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant
22.2.	Audited financial statements of single proprietorship /	To be provided by the Applicant
	partnership / division of corporation (for spin-off) as of	
	last fiscal year	
22.3.	Long-form audit report of item no. 22.2	To be provided by the Applicant
22.4.	Deed of Assignment of the assets and liabilities	To be provided by the Applicant
22.5.	List of creditors with the amount due to each creditor as	To be provided by the Applicant
	of date of the AFS certified by the auditor or certified	
	under oath by the company accountant and written	
	consent of creditors	
22.6.	Detailed schedule of properties with certificate of	To be provided by the Applicant
	registration/titles and their respective book values	
	certified by the company accountant	
22.7.	Photocopy of the certificate of registration of the motor	To be provided by the Applicant
	vehicles (present original for verification)	
22.8.	Copy of TCT/CCT and tax declaration sheets certified by	To be provided by the Applicant
	the Register of Deeds and Assessor's Office, respectively	
22.9.	Photocopy of stock certificates (present original for	To be provided by the Applicant
	verification)	
22.10.	DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
22.11.	Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
	submit the required proof of transfer within the	For guidance, please refer to Memorandum Circular No. 14 series of 2013
	prescribed period	downloadable at SEC website through the following URL:
		http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures a number through	Calls the number through the system	None	5 minutes	Frontline Staff
the queuing system	and assists the client			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	Submits the requirements to the Counter Officer	Records the application for -pre-processing 2.1. For first time applicants, Assigns the application to a FAAD specialist 2.1.1.If for compliance, records the date of submission and forwards the application to the assigned FAAD Specialist	None	2 hours	Frontline Staff Securities Specialist II Securities Counsel I EO Director
		2.2. Advises the client when to follow up the application	None	5 minutes	
		2.3. Examines whether the documents submitted are complete in form and in substance.	None	2 working days	
		2.3.1. If application is complete and in order, the specialist prepares Final Report and submits it to the Assistant Director			
		2.3.2. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 2.4. Reviews the final report 2.4.1.If compliant, orders the FAAD Specialist to issue Payment Assessment Form (PAF) 2.4.2.If not compliant, returns the application to the FAAD Specialist. Go to Step 2.3.2 	None	2 hours	
Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	Receives the follow-up slip and forwards it to the assigned financial specialist	None	5 minutes	Frontline Staff
Receives the Payment Assessment Form	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	5 minutes	Securities Specialist II Securities Counsel I
5. Pays the filing fees	5. Receives and acknowledges payment	1. Amended Articles of Incorporation – PHP 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00	10 minutes	EO Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the		
		increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		
		4. Documentary Stamp tax of PHP 60.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			*Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
6.	Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	5 minutes	Frontline Staff Information Officer III
7.	Submits complete application requirements for processing together with the validated PAF in 4 sets	Receives the complete application requirements and validated PAF and advises the client when to follow up its status	None	20 minutes	EO Receiving Unit
		7.1. Encodes the details of the application in the system and forwards the application to the Support Staff	None	1 working day1	Administrative Officer II Securities Specialist II
		7.2. Prepares Certificate	None	2 working days	Administrative Officer II Securities Specialist II
		7.3. Signs and approves the application	None	4 hours	EO Director
		7.4. Encodes approved application in the system	None		Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.5. Forwards the approved application to the Releasing Unit			
 Secures a number through the queuing system (Releasing) 	Calls the number through the system and assists the client	None	5 minutes	Frontline Staff
 Presents the Official Receipt to the Counter Officer 	9. Receives the Official Receipt	None	5 minutes	Administrative Assistant II
10. Receives the duly approved application	10. Releases the duly approved application	None	5 minutes	Administrative Assistant II
TOTAL		1. Amended Articles of Incorporation – PHP 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher	1. 2 working days 2 hours and 10 minutes from Step 1 to 2.3 2. 2 hours and 20 minutes from Step 2.4 to Step 6 3. 3 working days 4 hours and 40 minutes from Step 7 to Step 10	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	AGENCY ACTIONS	**For corporation without par value	PROCESSING TIME	PERSON RESPONSIBLE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***For		
		Corporations with		
		FIA Application -		
		Additional PHP		
		3,060, inclusive of		
		LRF of PHP 30.00		
		and DST of PHP		
		30.00		

6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	All Registered Partnerships, Domestic Corpo	orations, and Licensed Foreign Corporations	
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE	
SEC FORM 2015-001 (1 Ori	iginal)	SEC EO	
Monitoring Clearance (1 photocopy) * Primary Licenses * Lending * Foundation		SEC EO CGFD CGFD	
•	ondary Licenses, attach the Articles of ended Articles of Incorporation, if any	Corporate Secretary or at www.secexpress.ph	
For Partnerships, attach th Amended Articles of Partn	ne Articles of Partnership or latest ership, if any	Corporate Secretary or at www.secexpress.ph	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queuing number in SEC EO	Calls the number through the system and assists the client	None	2 minutes	Frontline Staff
Waits for the processing of request	2. Receives application	None	3 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1. Receives the PAF and pays to the Cashier.	2.1. Evaluate attachments and checks status through ODRS		10 minutes	Administrative Assistant II
	 2.2. Verifies the status of corporation through CIS-URDB. 2.3. Monitoring of compliance with SEC reports and other SEC requirements (NOTE PERIOD/S FOR MONITORING) 2.3.1. If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the Cashier. 2.3.2. If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), instructs the applicant to return to the department who encoded the infraction. 	Penalties if found delinquent Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	10 minutes	Monitoring Officer – Securities Specialist II Securities Specialist I Admin Officer III Securities Counsel I Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Receives the machine validated Payment Assessment Form.		5 minutes	Administrative Assistant II/ COS
	2.5. Prints the Certificate of No Derogatory Information through the CIS-URDB.		15 minutes	Securities Specialist I
	2.6. Reviews the application and signs the Certificate of No Derogatory Information.		10 minutes	EO Director
Waits for name/number to be called	3. Calls the number	None	5 minutes	Frontline Staff
4. Receives the certification	4. Seals the Certificate of No Derogatory Information with the SEC logo 4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant	None	5 minutes	Administrative Assistant II
TOTAL	(CNDI) to the applicant.	PHP 530.00	1 hour and 15 minutes	

7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All Government Agencies	
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
Signed Letter Request (1 original, 1 photocopy)		Requesting Government Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the letter to the Office of the Director (OD) – EO	1. Receives the letter request 1.1. Assigns and forwards to concerned EO staff	None	10 minutes	Frontline Staff
2. Waits to process the request	 2. Prepares the requested documents and forwards to the Admin Assistant I/ Administrative Assistant II 2.1. *If plain copy, prints the documents 2.2. **If authenticated copy, prints and stamps the documents 	PHP 10.00 per page	10 minutes per document	Administrative Assistant II/ Administrative Assistant I/ COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Prepares the letter reply and/or Payment Assessment Form (PAF) and forwards the same together with the documents to the Administrative Officer III 2.3.1. If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF 2.4. For non-profit making agencies, do not issue a PAF	None	15 minutes	Securities Counsel I Securities Specialist II
	2.5. Signs the letter and/or documents and forwards to the Administrative Assistant II		5 minutes	EO Director/ Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives the transmittal letter with attached document/s	Transmits the signed letter reply with attached documents 3.1. If the requesting party is nearby SEC Extension	None	10 min	Administrative Officer III
	Office, personally call the requestor to receive the document/s			
	3.2. If the requesting party is outside Metro Manila, transmits by courier/express			
	3.3. Transmits the signed letter reply with attached PAF through courier/express			
TOTAL		P10.00 per page	50 minutes	

8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)	=
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	All	
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Gets a number from the OOTD/ Frontline Staff	Calls number of client	None	5 minutes	Frontline Staff COS
Presents concern/s, query or complaint	2. Action/s depending	None	5 minutes	Frontline Staff (OOTD)
2.1. Presents written complaint	2.1. On the nature of the concern/query; or		15 minutes	Frontline Staff (OOTD)
2.2. No written complaint	2.2. Hands out the requested checklist of requirements, guidelines, or sample forms;		5 minutes	Frontline Staff (OOTD)
	2.3. Refers to the appropriate EO staff2.4. Endorses written complaint to the Office of		5 minutes 25 minutes	Director Concerned EO Staff depending on the nature of inquiry/ assistance/ complaint

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Director and advises party to expect feedback within five (5) working days 2.5. Gives advisory (but if involves complex legal/ technical issues, advise to put complaint in writing/ send through email)			Securities Counsel I (Legal) Securities Specialist II or Securities Specialist I (Technical/ Financial)
TOTAL		None	1 hour	

9. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

Office or Division:	SEC Baguio Extension Office (SEC-BEO)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen; G2B – Govern	ment to Business		
Who may avail:	All Natural and Juridical Persons and their re	epresentatives		
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE		
Cover Sheet		Company Registration System (CRS)		
 Articles of Partnership (for 	partnerships)	SEC Extension Office		
	or stock and non-stock corporations)	eSPARC website: https://secwebapps.sec.gov.ph/application		
Treasurer's Affidavit (for s				
By-Laws (for stock and no	• •			
_	Form 100 (for stock corporations with more			
than 40% foreign equity) whose paid-up capital is CASH				
	orations and Religious Societies)			
	nged in accordance with the order in the			
checklist in 1 original and 2	ohotocopies			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an email account in eSPARC	System sends verification confirmation to allow applicants to sign-in into the facilities therein.	None	5 minutes	Applicant/Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Email account created automatically expires within 90 calendar days if inactive.			
2. Verifies, reserves or appeals the proposed company name with or without trade name/s	 System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4th day if in-forms are not filled up Processor will either approve or disapprove the application (until findings are all complied with) 	None		Applicant/Registrant
Starts filling out company details and submit forms on-line	Systems validates the company information encoded	None		Applicant/Registrant
Submits the hard copies of signed and notarized documents	Receives the application documents and assigns to a processor	For stock corporation based on the authorized capital stock:	10 minutes	Frontline Staff
	4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate	With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000	30 minutes	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	names,Foreign InvestmentsAct, Anti- DummyLaw and otherspecial laws and applicable SECrules and regulations 4.1.1. If compliant, processor issues a Payment Assessment Form (PAF) 4.1.2. Required filing fees based on Memorandum Circular No. 3, series of 2017 4.1.3. If non-compliant, application will be returned to the party	or the subscription price of the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws for both stock and non-stock corporations: PHP 1,000 Articles of Incorporation for non-stock corporation: PHP 1,000 Foreign Investments Act	20 minutes	Securities Specialist II/ Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
Submits the proof of payment and documents	 5. Encode the Registration Documents in CoRes 5.1. Officially receives and stamps the hard copies of the registration application forwards to Administrative Assistant II for generation of the Certificate of Registration (COR) 5.2. Approval of CORES 	None	10 minutes 30 minutes 10 minutes	Administrative Assistant II/ COS Administrative Assistant II EO Director Administrative Assitant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.3. Generation/ printing of certificate5.4. Final review of the documents and signing of the Certficate of Registration (COR)		15 minutes	EO Director
Presents Official Receipt to secure the Certificate of Incorporation	6. Releases the Certificate together with registration application then stamps release the official receipt	None	15 minutes	Administrative Assistant II
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per	(within) 2 days and 6 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		share but not less		
		than PHP 2,000		
		or the issue value		
		of the subscribed		
		capital stock		
		whichever is		
		higher		
		By-Laws for both		
		stock and		
		non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: PHP		
		1,000		
		Foreign		
		Investments Act		
		(FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s:		
		PHP 100.00		
		Documentary		
		Stamp Tax: PHP		
		30.00		
		Legal Research		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee (LRF): 1% of		
		the Filing Fee but		
		not less than Ten		
		Pesos (PHP		
		10.00): PHP		
		1,000		

10. Registration of Corporations with less than 5 Incorporators thru eSPARC

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC).

Office or Division:	SEC Baguio Extension Office (SEC-BEO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2B – Government to Business			
Who may avail:	presentatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
corporations) 3. Treasurer's Affidav Treasurer's Certific incorporated in the 4. By-Laws (for stock 5. Foreign Investment with more than 40% CASH	ration (for stock and non-stock vit (for stock corporation only, optional if cate in accordance with the RCC is Articles of Incorporation (AI)) and non-stock corporations) ts Act Form 100 (for stock corporations foreign equity) whose paid-up capital is	SEC Extension Office Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an email in eSPARC	System sends verification confirmation to allow applicants to sign-in into the facilities therein. 1.1. Email account created automatically expires	None		Applicant/Registrant

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		within 90 calendar days if inactive.			
2.	Verifies, reserves or appeals the proposed company name with or without trade names	 System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4th day if in-forms are not filled up. Processor will either approve or disapprove the application (until findings are all complied with) 	None		Applicant/Registrant
3.	Starts filling out company details and sunmit forms on- line	Systems validates the company information encoded	None		Applicant/Registrant
4.	Submits the hard copies of signed and notarized documents	Receives the application documents and assigns to a processor	For stock corporation based on the authorized capital stock:	10 minutes	Frontline Staff
		4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-	With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price	30 minutes	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	DummyLaw and	of the subscribed		
	otherspecial laws and	capital stock		
	applicable SECrules and	whichever is		
	regulations	higher		
		Without par value:		
	4.1.1.If compliant,	1/5 of 1% of the	20 minutes	Securities Specialist II/ Cashier
	processor issues a	authorized capital		
	Payment	stock computed at		
	Assessment Form	PHP 100 per		
	(PAF)	share but not less		
		than PHP 2,000		
	4.1.2.Required filing fees	or the issue value		
	based on	of the subscribed		
	Memorandum	capital stock		
	Circular No. 3,	whichever is		
	series of 2017	higher		
		By-Laws for both		
	4.1.3.If non-compliant,	stock and		
	application will be	non-stock		
	returned to the party	corporations: PHP		
		1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: PHP		
		_1,000		
		Foreign		
		Investments Act		
		(FIA) Form 100:		
		PHP 3,000.00		
		Company Name		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Reservation: PHP 100.00		
			Each additional		
			trade name/s:		
			PHP 100.00		
			Documentary		
			Stamp Tax: PHP 30.00		
			Legal Research		
			Fee (LRF): 1% of		
			the Filing Fee but		
			not less than Ten		
			Pesos (PHP		
_			10.00)	10 1	A
5.	Submits the proof of payment and documents	Encode the Registration Documents in CoRes	None	10 minutes	Administrative Assistant II/ COS
		5.1. Officially receives and stamps the hard copies of the registration application forwards to Administrative Assistant II for generation of the Certificate of Registration (COR)		30 minutes	Administrative Assistant II
		5.2. Approval of CORES		10 minutes	EO Director Administrative Assitant II
		5.3. Generation/ printing of certificate			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4. Final review of the documents and signing of the Certficate of Registration (COR)		15 minutes	EO Director
Presents Official Receipt to secure the Certificate of Incorporation	6. Releases the Certificate together with registration application then stamps release the official receipt	None	15 minutes	Administrative Assistant II
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value	(within 2 days and 2 hours)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of the subscribed		
		capital stock		
		whichever is		
		higher		
		By-Laws for both		
		stock and		
		non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: PHP		
		1,000		
		Foreign		
		Investments Act		
		(FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s:		
		PHP 100.00		
		Documentary		
		Stamp Tax: PHP		
		30.00		
		Legal Research		
		Fee (LRF): 1% of		
		the Filing Fee but		
		not less than Ten		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Pesos (PHP		
		10.00)		

11. Registration of One Person Corporation (OPC) thru eSPARC

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

Office or Division:	SEC Baguio Extension Office (SEC-BEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2B – Govern	ment to Business	
Who may avail:	All Natural and Juridical persons and their representatives		
CHECKL	CKLIST OF REQUIREMENTS WHERE TO SECURE		
 Cover Sheet 	Cover Sheet SEC Extension Office		
Articles of Incorporation			
Acceptance letter of the Nominee and Alternate Nominee		 Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf 	
*Please be informed to arranged in accordance with the order in the checklist in 1 original set and 2 photocopies		contenirupidads/2011/03/2011 wichoos-new2.pdi	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates an email in eSPAR0	 System sends verification confirmation to allow applicants to sign-in into the facilities therein. Email account created automatically expires within 90 calendar days if inactive. 	None		Applicant/Registrant
Verifies, reserves or appeals the proposed company nam with or without trade names		None		Applicant/Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 2.1. Reservation of proposed company name expires on the 4th day if in-forms are not filled up. 2.2. Processor will either approve or disapprove the application (until findings are all complied with) 			
Starts filling out company details and sunmit forms on-line	Systems validates the company information encoded	None		Applicant/Registrant
4. Submits the hard copies of signed and notarized documents Output Description:	5. Receives the application documents and assigns to a processor 5.1. Processes the submitted application inaccordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the	10 minutes 30 minutes	Frontline Staff Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1.1. If compliant,	authorized capital	20 minutes	Securities Specialist II/
	processor issues a	stock computed at		Cashier
	Payment	PHP 100 per		
	Assessment Form	share but not less		
	(PAF)	than PHP 2,000		
		or the issue value		
	5.1.2.Required filing fees	of the subscribed		
	based on	capital stock		
	Memorandum	whichever is		
	Circular No. 3,	higher		
	series of 2017	By-Laws for both		
		stock and		
	5.1.3. If non-compliant,	non-stock		
	application will be	corporations: PHP		
	returned to the party	1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: PHP		
		1,000		
		Foreign		
		Investments Act		
		(FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s:		
		PHP 100.00		
		Documentary		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
6. Submits the proof of payment and documents	6. Encode the Registration Documents in CoRes	None	4 hours	Administrative Assistant II
	6.1. Officially receives and stamps the hard copies of the registration application forwards to Administrative Assistant II for generation of the Certificate of Registration (COR)		20 minutes	Administrative Assistant II
	6.2. Approval of CORES		10 minutes	EO Director
	6.3. Generation/ printing of certificate		Within 2 days	Administrative Assitant II
	6.4. Final review of the documents and signing of the Certficate of Registration (COR)		15 minutes	EO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Presents Official Receipt to secure the Certificate of Incorporation	7. Releases the Certificate together with registration application then stamps release the official receipt	None	15 minutes	Administrative Assistant II
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher	(within 2 days and 2 hours)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By-Laws for both		
		stock and		
		non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: PHP		
		1,000		
		Foreign		
		Investments Act		
		(FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s:		
		PHP 100.00		
		Documentary		
		Stamp Tax: PHP		
		30.00		
		Legal Research		
		Fee (LRF): 1% of		
		the Filing Fee but		
		not less than Ten		
		Pesos (PHP		
		10.00)		

12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

Office or Division:	SEC Baguio Extension Office (SEC-BEO)	
Classification:	Complex (for Ordinary Corp)/ Highly Technica	al (for Financial Intermediaries and Foundations)
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All registered domestic corporations through t	their Authorized Representatives
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
 Copy of the Latest due amendments thereto (copy of the Latest due amendments thereto (copy of the Certificate filing of Amended Articopies of the latest Art Copy of Registration of Book Copy of the latest Con 	Financial Statements and any duly stamped received by BIR and SEC) General Information Sheet and any duly stamped received by SEC) of Incorporation and latest Certificate of cles or By-laws (if any) together with icles of Incorporation and By-laws f Stock and Transfer Book/Membership firmation of Payment (COP), if any monitorer's instructions) such as:	To be provided by client
 Secretary's Certific Information Sheet; Secretary's Certific Secretary's Certific Affidavit of the Corand the Same/Audi General Formal for revenue/total asset 	cate explaining the double filing of General cate of No Intra-Corporate Dispute; cate (Clarification) corate Secretary (Anti-Dummy Law/One	Public Assistance and Complaint Desk

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits completely filled-up "Request for Monitoring" and the required documents	Pre-evaluates required documents 1.1. If documents are not complete, the same are	None	10 minutes	Frontline Staff/COS
	returned together with the checklist of the requirements;			
	1.2. If the documents are complete the request is accepted and issues an acknowledgement receipt indicating the date of return			
	Checks status of the subject corporation, and assigns monitoring task	Guidelines on the Imposition of fines or penalties for noncompliance with reportorial	within 5 days – For ordinary corporations	Securities Counsel I
	1.4. Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MSh)	requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998	within 10 days - For FCs, LCs, MFIs, Foundations)	Monitoring Specialists – Administrative Assistant II Admin Officer III Securities Specialist I Securities Specialist II Securities Counsel I

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			(MC8-1998); and		
			Office Order No. 298, Series of 2010		
2. Ret	turns on assigned day, and	2. Presents the findings to the	None	15 minutes	Monitoring Officer/s
if is	agreeable to the findings sented, signs the MS	applicant	None	15 minutes	Monitoring Officer/s
p. 0.	ooou, o.go a.oo	2.1.1.If there are no			
		deficiencies, the			
		MSh prepared by			
		the Monitoring Staff			
		will indicate such			
		finding with computation of			
		penalties and will be			
		directly submitted to			
		the EO			
		Director/Officer-in-			
		Charge for signing			
		2.1.2. Note: If applicable,			
		clarification and			
		further compliance			
		may be required by			
		the monitoring			
		officer prior to the release of the			
		monitoring sheet			
		(with the approval of			
		EO Director, a			
		clarificatory			
		conference with the			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	parties may be called) 2.2. Prepares and issues the		5 minutes	Cashier/
	Payment Assessment Form (PAF)		3 minutes	Securities Specialist II
3. Pays the assessed fines and penalties Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed.	Receives payment of assessed fines and penalties and issues official receipt	None	5 minutes	Cashier
4. Presents PAF	4. Receives the PAF together with the other documents and indicates date of the release of the Confirmation of Payment of Fines (COP) 4.1 Prepares the COP		10 minutes	Administrative Assistant II
	4.2 Review and signs the COP or MS, if without penalty 4.3 If upon review, there are determined deficiencies/ corrections, it will be returned to the applicant until the same has been complied with		10 minutes	Director
5. Receives COP and MS	5. Releases the COP and MS		5 minutes	Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6. The Decision (Order of Payment/ Record of Penalties) shall be entered in the Book of Entry of Judgments (SEC Rules of Procedure, Part 4, Rule II,			Administrative Officer III
	Section 2-4)			
TOTAL	,	Depends on assessed fines & penalties	5 days and 1 hour for ordinary corp	
			10 days and 1 hour	
			for financial	
			intermediaries and	
			foundations	

13. Registration and Issuance of a Certificate of Autority of a Lending Company

This service details the procedure and documentary requirements for the registration and issuance of certificate ofauthority to a corporation which will engage in the business of a lending investor in accordance with the provisions of Republic Act No. 9474 or the Lending Company Regulation Act of 2007.

Office or Division:	SEC Baguio Extension Office (SEC-BEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All		
CHECKI	LIST OF REQUIREMENTS	WHERE TO SECURE	
Issuance of Primary Licens	se (1 original, 3 photocopies)		
1. Cover Sheet		System-generated at crs.sec.gov.ph	
2. Articles of Incorporation (AI) with Tax Identification Numbers (TIN) of Filipino incorporators, directors, stockholders including corporate subscribers (to be written in the Articles of Incorporation and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign incorporators, directors and stockholders (to be written in the Articles of Incorporation and applicable document/s)		System-generated at crs.sec.gov.ph	
3. Treasurer's Affidavit w deposit	ith waiver to examine and verify bank	System-generated at crs.sec.gov.ph	
4. By-Laws		System-generated at crs.sec.gov.ph	
5. Foreign Investments A than 40% foreign equit	ct (FIA) Application Form (F-100), if more y	System-generated at crs.sec.gov.ph	
6. Joint Affidavit of Unde incorporated in the Art	rtaking to Change Name (in case not icles of Incorporation)	Incorporator or http://www.sec.gov.ph/wp-content/uploads/2015/07/2019 FormsUndertakingtoChangeName.pdf	
•	ment (in case the treasurer is a foreigner ity of the registrant is a partly-nationalized	Foreign Treasurer	

8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction	Consulate/Embassy
9. Endorsement/Clearance from other government agencies, if applicable	Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
10. Endorsement/Clearance from other departments of the SEC, if applicable	For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (Corporate Governance and Finance Department For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (Markets and Securities Regulation Department)
11. Endorsement/Clearance/Certificate of Authority	Philippine Economic Zone Authority (PEZA) Subic Bay Metropolitan Authority (SBMA) Clark Development Corporation (CDC) Cagayan Economic Zone Authority (CEZA)
12. Certificate of Incorporation and Articles of Incorporation or lates General Information Sheet (GIS) of any corporate subscriber	Company
13. Proof of existence of foreign corporate subscriber/s	Articles of Association
14. Notarized Bank Certificate of Deposit of the Paid-up Capital	Any Philippine Banks
15. Issuance of Certificate of Authority to Operate as a Lending Investor/Lending Company under the provisions of R.A. 9474, or the Lending Company Regulation Act of 2007 (1 original, 3 photocopies)	
Application Form to Operate as a Lending Investor/Lending	http://www.sec.gov.ph/forms-and-fees/secondary-license/
Company	
1. Information Sheet	http://www.sec.gov.ph/forms-and-fees/secondary-license/
2. Valid NBI Clearance of all incorporators and stockholders with right thumb print and signature	National Bureau of Investigation (NBI)
For Foreign Directors and Officers, a. Photocopy of Alien Certificate of Registration Card (ACR) or	Bureau of Immigration

	Immigrant Certificate of Residence Card (ICR) b. Photocopy of Passport showing valid visa or stay in the Philippines	
	c. Clearance from the Bureau of Immigration	
4.	Sworn Statement with stamped received by AMLD-EIPD pursuant	
	to SEC Memorandum Circular No. 29, Series of 2020 and SEC	
	Memorandum Circular No. 4, Series of 2021	
5.	Board Resolution on the Adoption of the Manuals, certified by	Board of Directors
	the Corporate Secretary	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates an account in	System sends verification	None	10 minutes (under normal	System-generated
the Company	confirmation to allow		circumstances, i.e. system is	
Registration System	applicant to sign-in to the		working)	
(CRS) by logging in	facilities therein			
<u>crs.sec.gov.ph</u>				
	Note: Email account created		1 minute	
1.1. Verifies the	automatically expires within 90			
created account	calendar days if inactive			
through e-mail			40	
then logs-in	1.1. System		10 minutes	
his/her account	approves/denies the			
40.17.5	proposed company			
1.2. Verifies, reserves,	name in accordance			
or appeals the	with Memorandum			
proposed	Circular No. 13,			
company name	series of 2019			
including trade or				
business names,	1.2. System approves the		30 minutes	Name Verification Officer
if applicable	proposed name/s			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2.1.If approved,	1.3. Approves/denies the			
proceeds	appeal			
with the				
encoding of	1.4. System			
company	acknowledges			
information	submission of documents			
Note: Reservation of				
proposed company name				
expires on the 4th day if in-				
forms are not filled up				
1.2.2. If denied,				
avails online				
appeal of rejected				
names by				
uploading appeal				
letter and/or				
supporting				
documents				
40.5				
1.3. Encodes				
company				
information				
1.4. Uploads and				
submits CRS-				
generated or non-				
ČRS generated				
documents				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the evaluation of submitted documents.	Evaluates uploaded documents	None	30 minutes per application	Securites Specialist I, II Information Officer III
3. Receives notification through email and CRS account 3.1. *If for compliance, opens the compliance section in the CRS and complies the deficiencies or completes the requirements 3.2. *If for payment, pays the filing fee online or on collection then uploads the documentary requirements 3.2.1.If online, pays through GCash or Landbank then uploads documentary	3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies 3.1. System issues payment e-mail alert if the documents are complete and in order	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements				
through CRS				
3.2.2.If on				
collection,				
prints the				
Order of				
Payment				
4. Presents the Order of	4. Issues and prints out the		5 minute	Frontline Service Assitant
Payment to SEC Head	Payment Assessment			Data Analyst
Office or Extension Office, presents the	Form (PAF)			
Order of Payment and	4.1. Presents PAF to the			
ready to bring the	assigned CRS			
documentary	processor			
requirements	'			
·	1.1 Signs the PAF		1 minute	Securities Specialist I, II
*If payment is at any SEC-				Information Officer III
accredited Landbank	1.2 Issues machine-			
branches, presents the	validated Oncoll			
Order of Payment 5. Presents the PAF at	Payment Slip/s 5. Accepts payment and issues	a) Articles of Incorporation,	5 minutes	Cashier
the SEC Cashier and	Official Receipt (O.R.) and	Stock Corp., with par value:	5 minutes	Castilei
pays the filing fees	machine-validated Payment	1/5 of 1% of the authorized		
pays are ming roos	Assessment Form	capital stock or the		
		subscription price of the		
		subscribed capital stock,		
		whichever is higher, but not		
		less than PHP 2,000.00		
		plus		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1% Legal Research Fee (LRF) but not less than PHP 20.00.		
		Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than PHP 20.00;		
		<u>b) By-Laws:</u> PHP 1,020.00, inclusive of LRF;		
		c) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;		
		d) Registration of Stock and Transfer Book: PHP 150.00		
		d) Documentary Stamp – PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 f) Filing fee for Certificate of Authority to Operate as a Lending Company – 1/10 of 1% of the paid-up capital		
6. Upon payment, proceeds to SEC-CRMD for the uploading of proof of payment and documentary requirements; or 6.1. *Personally uploads the proof of payment and documentary requirements in CRS	6. Uploads the proof of payment and documentary requirements	None	2 minutes	Frontline Service Assistant Data Analyst
7. Gets a queuing number	7. Calls the number	None	1 minute	Frontline Service Assistant Data Analyst Computer Operator
7.1. Submits three (3) sets of documentary requirements (1 original; 2	7.1. Checks the completeness of the documents submitted to ensure that there is at least one original		5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
photocopies) at the CRMD	set of the application			
Receiving Section	7.2. Stamps receives and			
	affixes initials on the			
	submitted documents			
	and advises registrant to wait for 3 working			
	days for the release			
	of the Certificate of			
	Registration			
8. Waits for the release	8. Checks the uploaded proof	None	5 minutes	Securities Specialist I, II
of the signed Certificate	of payment and			Information Officer III
Certificate	documentary requirement			
	8.1.1.*If complete and			
	compliant, tags			
	the application in			
	CRS as "For			
	Receiving"			
	8.1.2.*If incomplete			
	and/or non-			
	compliant, return			
	the application to			
	the applicant			
	through CRS			
	8.2. Tags the application		5 minutes	Computer Operator
	in CRS as "Received"			
	0.2 Detrieves the heard		E minuto o	Data Analyst
	8.3. Retrieves the hard		5 minutes	Data Analyst

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	copies of the application and forwards to the Data Analyst			
	8.4. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minutes	Assistant Director, CPRD
	8.5. Reviews the application		10 minutes	Director, CRMD
	8.5.1. Signs the Certificate; or			
	8.5.2.Returns the application for compliance		5 minutes	Data Analyst
	8.6. Generates the Unified Registration Records (URR) of the corporation and forwards the			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate with URR to the CRMD Releasing Unit			
9. Gets a queuing number in CRMD and proceeds to the Releasing Counter	9. Calls the number	None	1 minute	Frontline Service Assistant Computer Operator
9.1. Presents original proof of payment to the CRMD Releasing Counter and claims the Certificate and URR	9.1. Releases Certificate and/or URR to the applicant		5 minutes	Frontline Service Assistant Computer Operator
TOTAL		a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.	2 hours and 31 minutes per application	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stock corp., without par		
		<u>value</u> : 1/5 of 1% of the		
		authorized capital stock		
		computed at PHP 100		
		per share of the		
		subscription price of the		
		subscribed capital		
		stock, whichever is		
		higher but not less than		
		PHP 2,000.00 plus 1%		
		LRF but not less than		
		PHP 20.00;		
		b) By-Laws: PHP		
		1,020.00, inclusive of		
		LRF;		
		c) Name reservation:		
		PHP 100.00 for each		
		corporate name and		
		trade name, if		
		applicable;		
		d) Registration of Stock		
		and Transfer Book: PHP		
		150.00		
		d) Documentary Stamp –		
		PHP 30.00		
		e) Application under the		
		Foreign Investments Act		
		(FIA) – PHP 3,000.00		
		f) Filing fee for		
		Certificate of Authority		
		to Operate as a Lending		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company – 1/10 of 1% of		
		the paid-up capital		

14. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

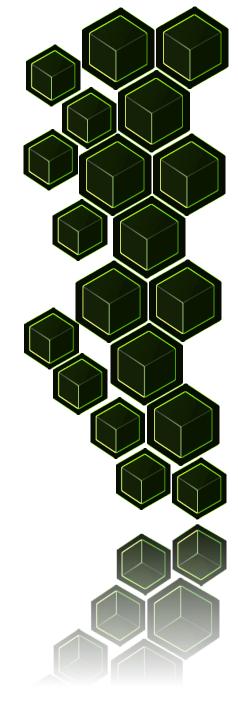
Office or Division:	SEC Baguio Extension Office (SEC-BEO)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Business	
Who may avail:	General Public	
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE
If reports/reportorial re	equirements, bring 5 sets/copies.	
Otherwise, no other re	equirements needed.	

Option 1 – Walk-in submission of reports/reportorial requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client gets queue number from OOTD	 Calls on the client's number Encodes document, prints 	None	2 minutes	EO Frontline
Presents 5 sets/copies of document	barcode page, and attached barcode page to each copy		5 minutes /doc	Administrative Assistant II/ Admin Asst I/ Admin Officer III
Claims 1 set for his file copy, including the acknowledgement receipt (barcode page)	Retains 4 sets including original and returns 1 set to client		5 minutes	Administrative Assistant II/ Admin Asst I/ Admin Officer III
TOTAL		None	12 minutes	

TARLAC CITY SEC - EXTENSION OFFICE

2/F Legislative Building, Tarlac City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations.

Office or Division:	SEC Tarlac Extension Office (SEC	-TEO)
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All registered domestic corporations	through their Authorized Representatives
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK C CORPORATIONS) 1 set origina		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/
2. Amended Articles of Incorpora		
vote of the directors or trustee (iii) the date and place of the s meeting; and (iv) the tax identi signatories which shall be place	stees and the corporate endment of the Articles of ne amended provisions, (ii) the es and stockholders or members, tockholders` or members` fication number of the	
corporate dispute	and on the politicing excess of minut	
5. Compliance Monitoring Division Clearance	on (CMD) / EO Monitoring Officer	SEC-TEO
6. Additional Requirements		
6.1. Clearance from other SEC		
companies, issuers o membership (i.e. golf	pany, Financing and Lending of proprietary or non-proprietary i clubs), listed and public dation (1 original copy)	Corporate Governance and Finance Department (CGFD)

6.1.2For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)	Markets and Securities Regulation Department (MSRD)
7. Endorsement from other government agencies, if applicable (1 original copy)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES
	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
	B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
	C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
7.1. If the provision to be amended is the corporate name, submit:	
7.1.1.Name Verification Slip (1 original)	Name verification slip may be secured manually through the SEC EO by the verifying officer
7.1.2.Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)	May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day
7.2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
8. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If corporate name is for amendment:	 Approves or denies proposed name/s or trade name/s 	P100.00 per proposed corporate/trade name/s	10 minutes per application	Name Verification Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) 1.2. If name is rejected, registrant may appeal	1.1. Approves or denies appeal for the proposed name/s or trade name/s	None	4-7 hours per application	
for the proposed corporate name				
For pre-processing, secures number from the guard on duty and proceeds to EO Counter for presentment of documentary requirements	Verifies completeness of amendment requirements 2.1. If documents are complete: 2.1.1.Accepts documents for assignment to EO processors 2.2. If documents are	None	5-15 minutes per application	EO Frontline Staff Admin Asst. II
	incomplete:			
	2.2.1. Returns documents to clients for compliance			
Waits for the corporation's name to be called by the assigned EO processor	Processes and evaluates application for amendment	None	1-2 working days (depending on the complexity of the	Administrative Officer II Securities Specialist I, II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1. If compliant, issues Payment Assessment Form		documentary requirements)	
	3.2. If non-compliant, issues a checklist for compliance			
4. Pays the filing fee	4. Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles of Inc. or By-laws: PHP 1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+**+****) Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee-1% of the Filing Fee for amendment (PHP 10.00) ***** Amendment with corporate/trade names, with additional PHP	10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		100.00 per reserved corporate/trade name/s *******Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	5 minutes per application	EO Frontline Staff COS
6. Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Incorporation and/or By- laws	None	5 minutes per application	Administrative Assistant II
	6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minutes per application	EO Director/OIC
	6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minutes per application	Administrative Assistant II
7. Proceeds to EO Counter for presentment of the original proof of payment and receives the signed Certificate of Amended	7. Releases signed Certificate of Amended Articles of Incorporation and/or Bylaws	None	5 minutes per application	EO Frontline Staff COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Articles of Incorporation and/or By-laws				
TOTAL		PHP 100.00 per proposed corporate/trade name/s Filing Fees: Amendment of Articles of Inc. or By-laws: PHP 1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00	3 days	
		(*+*+**+***+***) Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – P1,000.00		
		**Documentary Stamp Taxes - PHP 30.00		
		***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)		
		**** Amendment with corporate/trade names, with additional PHP		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		100.00 per reserved		
		corporate/trade name/s		
		******Amendment by		
		increasing foreign equity		
		FIA forms (PHP 3,000.00		
		with LRF of PHP 30.00)		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships.

Office or Division:	SEC Tarlac Extension Office (SE	C-TEO)			
Classification:	Simple				
Type of Transaction:	G2B – Government to Business;G2C- Government to Client				
Who may avail:	All registered partnerships through their Authorized Representatives				
CHECKLIST OF R	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Basic Requirements (1 set original and 3 sets photocopies)		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/			
2. Cover Sheet; and					
3. Amended Articles of Partnersh	ip	Any of the partners			
4. Additional Requirements					
4.1. Endorsement from other government agencies, if applicable (1 original)		A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas			
4.2. If the provision to be am submit:	ended is the partnership name,				
4.2.1.Name Verification Slip	• •	Name verification slip may be secured manually by OOTD			
-	to change partnership name. (Not stated in the AP) (1 original; 3	May secure copy from the Public Assistance and Complaint Desk/ OOTD			
4.3. If the provision to be ame submit:	ended is the change of partners,				
4.3.1.Deed of Assignment documents showing	of partnership interest and orng withdrawal, resignation,	Assignee and Assignor Partners			

	retirement and death of a partner (1 original; 3 photocopies)	
	4.4. If provision for amendment is to have foreign equity of a registered partnership, submit: F-106	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
5	. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If partnership name is for amendment: 1.1. Fills out Name Verification Form	Approves or denies proposed name/s or trade name/s	PHP 100.00 per proposed partnership/trade name/s	10 minutes per application	Name Verification Officer
(Verifies, reserves or company name with or without trade name/s) 1.2. If name is rejected, registrant may appeal for the proposed partnership name	1.1. Approves or denies appeal for the proposed name/s or trade name/s	None	4-7 hours per application	
For pre-processing, secures number from the guard on duty and proceeds to EO Counter for presentment of documentary requirements	Verifies completeness of amendment requirements 2.1. If documents are complete:	None	5-15 minutes per application	EO Frontline Staff Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.1.Accepts documents for assignment to EO processors 2.1.2.If documents are incomplete: 2.1.2.1. Returns documents to clients for compliance			
Waits for the partnership's name to be called by the assigned EO processor	3. Processes and evaluates application for amendment 3.1. If complete and compliant, issues Payment Assessment Form 3.2. If non-compliant, issues a checklist for compliance	None	1-2 days per application (depending on the complexity of the documentary requirements)	Administrative Officer II Securities Specialist I Securities Specialist II
4. Pays the filing fee	Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles Partnership: PHP 2,050.00 (*+**+***) *Amended Articles of Partnership	10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	AGENCY ACTIONS	**Documentary Stamp Taxes - PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 20.00) **** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed ******Amendment of	PROCESSING TIME	PERSON RESPONSIBLE
		Partnership with Increase in Capital – 1/5 of 1% of the		
		Partnership's Capital but not less than PHP 2,000.00		
		*******Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	3-5 minutes per application	EO Frontline Staff Information Officer III
6. Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Partnership	None	3-5 minutes per application	Administrative Assistant II
	6.1. Signs the Certificate of Amended Articles of Partnership		5 minutes per application	EO Director/OIC
	6.2. Encodes signed Certificate of Amended Articles of Partnership		5 minutes per application	Administrative Assistant II
7. Proceeds to EO Counter for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership	7. Releases signed Certificate of Amended Articles of Partnership	None	5 minutes per application	EO Frontline Staff Information Officer III
TOTAL		PHP 100.00 per proposed partnership/trade name/s	3 days	
		Filing Fees:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	AGENCY ACTIONS	Amendment of Articles Partnership: PHP 2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 20.00) ****Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment	PROCESSING TIME	PERSON RESPONSIBLE
		of Partner's Interest – PHP 2,000.00 per		
		Deed *****Amendment of		
		Partnership with		
		Increase in Capital –		
		1/5 of 1% of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Partnership's Capital but not less than PHP 2,000.00 *******Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively.			
CHECKL	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
1. Duly accomplished requ	est form	EO Public Assistance/ OOTD		
Secretary showing the pres	tified under oath by the Corporate sent capital structure of the Company ationality, no. of shares and amount d-up capital)	To be provided by the Company		
3. Secretary's Certificate o dispute	n non-existence of intra-corporate	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf		
4. Audited Financial Staten received by SEC and BIR	nents as of the last fiscal year, stamped	To be provided by the Applicant		
payment/s to unpaid subsorbares out of the unissued infusion made after the fiscincrease in capital stock no	al Statements, in case there is/are cription/s or additional issuance of authorized capital stock thru cash cal year or after the approval of the ot covered by item 4, to be received by a has been reviewed by the Securities	External Auditor to be engaged by the Company		
6. Monitoring Clearance		SEC-TEO		
Additional Requirer	ment for Percentage of Ownership			
7. Stock and transfer book verification)	of the corporation (to be presented for	To be provided by the Applicant		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number from the guard on duty	Calls the number and assists the client	None	5 minutes	EO Frontline Staff/ COS
2.	Submits the requirements to the EO counter for pre-processing	Records the application for - pre-processing	None	10 minutes	EO Frontline Staff
	p. coccoming	2.1. For first time applicants, Assigns the application to an EO staff		10 minutes	
		2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO staff		10 minutes	
		2.2. Advises the client when to follow up the application	None	10 minutes	EO Frontline Staff
		Examines whether the documents submitted are complete in form and in substance.	None	1 working day	Admin Officer IV Securities Specialist I Securities Specialist II Securities Counsel I
		2.3.1.If application is complete and in order, the assigned EO staff prepares Final Report and		30 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submits it to the Securities Counsel I for review			
	2.3.2.If application is for compliance, assigned EO staff prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*		30 minutes	
	2.4. Evaluates the final report and recommends approval to the EO Director		1 working day	Securities Counsel I
	2.4.1.If compliant, forwards the application to the EO Director for final review and signature			
	2.4.2. If not compliant, returns the application to the assigned EO staff. Go to Step 2.3.1			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.5. Reviews the recommendation of the Securities Counsel I		1-4 hours	EO Director
		2.5.1.If approved for filing, orders the assigned EO staff to issue Payment Assessment Form (PAF)			
		2.5.2.If not approved, returns the application to the assigned EO staff. Go to Step 2.3.1			
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	Receives the follow-up slip and forwards it to the assigned EO staff	None	15 minutes	Counter Officer
4.	Receives the Payment Assessment Form	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Admin Officer IV Securities Specialist I Securities Specialist II
5.	Pays the corresponding filing fees	Receives and acknowledges payment	*PHP 1,040 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	10 minutes	Cashier

TOTAL		PHP 1,040.00 / copy	3 days	
Receives the duly signed Certificate of Paid-up Capital	8. Releases the signed Certificate of Paid-up Capital	None	10 minutes	EO Frontline Staff/COS
Presents the Official Receipt to the Counter Officer	7. Receives the Official Receipt	None	10 minutes	EO Frontline Staff/COS
	6.6 Records the approved Certificates of Paid-up Capital		10 minutes	Admin Officer IV/ Securities Specialist I/ Securities Specialist II
	6.5 Signs the Certificate of Paid-up Capital		10 minutes	EO Director
	6.4 Initials the Certificate of Paid-up Capital		10 minutes	
proceeds to Step 6	6.3 Prepares Certificate of Paid-up		10 minutes	Admin Officer IV/ Securities Specialist I/ Securities Specialist II
Statements, submits the Audited Interim Financial Statements then	6.2 Advises the client when to follow up the application		10 minutes	EO Frontline Staff
6.1 In case wherein the basis for certification is Audited Interim Financial	6.1 Receives the Audited Interim Financial Statements		10 minutes	EO Frontline Staff
6. Submits complete application requirements for processing together with the validated PAF	Receives complete application requirement and validated PAF	None	10 minutes	Admin Officer IV Securities Specialist I Securities Specialist II
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)	
Classification:	Complex	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Corporations duly registered at Securities ar	nd Exchange Commission
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet		EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase	of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate		EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees Certificate.pdf
5. Amended Articles of In	corporation	To be prepared by the Company
the increase, indicating subscribed and paid-up capital stock certified u	record as of date of meeting approving g their nationalities and their respective p capital on the present authorized under oath by the corporate secretary	To be prepared by the Company
7. Secretary's Certificate dispute	on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following URL:

		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at SEC website through the following
	subscribing shareholders	URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9.	i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year	To be provided by the company
	stamped received by BIR and SEC, if payment for subscription	
	is already reflected therein)	
	ii. SPECIAL AUDIT REPORT, if:	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
	a) listed companies;	at SEC website through the following URL:
	b) public companies defined in the Securities Regulation Code;	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	c) companies that offer or sell securities to the public;	
	d) companies with secondary license;	
	e) Where payment to subscription to the increase is more than	
	P50,000,000.00	
	otherwise,	
	iii. SUBSCRIPTION CONTRACT executed under oath among	EO Public Assistance
	stockholder/s, treasurer and president for the corporation,	
	stating the number of additional shares subscribed to and paid	
	for.	
	Note: Day Mamayandura Circular No. 44 Carias of 2046	
	Note: Per Memorandum Circular No. 11 Series of 2016	
	iv. For RURAL BANKS:	Bangko Sentral ng Pilipinas
	a) Notarized Certification on payment for subscriptions to be	Dangko Ochilarny i Ilipinas
	signed by majority of the rural bank's Board of Directors in	
	accordance with the form required by BSP	
	accordance with the form required by Dor	

b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	
10. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance	SEC Extension Office
13. Others	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number from the guard on duty	Calls the number through the system and assists the client	None	5 minutes	EO Frontline Staff/COS
2.	Submits the requirements to the Counter Officer for pre- processing	Records the application for - pre-processing	None	10 minutes	EO Frontline Staff/COS
	p. cooosii.g	2.1. For first time applicants, Assigns the application to the monitoring officer		1-5 hours	
		2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO processor		10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Advises the client when to follow up the application		10 minutes	
	2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1. If application is complete and in order, the Administrative Officer II prepares Final Report and submits it to his/her partner Securities Specialist II 2.3.2. If application is for compliance, Administrative Officer II/ Securities		3-5 working days	Administrative Officer II Securities Specialist II
	specialist II prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Reviews the final report 2.4.1. If compliant, orders the Administrative Officer II to issue Payment Assessment Form (PAF) 2.4.2. If not compliant, returns the application to the Administrative Officer II. Go to Step 2.3.2		1 working day	Securities Specialist II
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	Receives the follow-up slip and forwards it to the monitoring officer	None	15 minutes	EO Frontline Staff
Receives the Payment Assessment Form	4. Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Monitoring Officer/ Administrative Officer II/ Securities Specialist II
5. Pays the filing fees	Receives and acknowledges payment	1. Amended Articles of Incorporation – PHP 1,010* Plus	10 minutes	Cashier
		2. Increase of Capital Stock -		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher		
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4. Documentary Stamp tax of PHP 60.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060,		
		inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
6. Presents complete documents to the EO Counter	Assists clients/ receives complete ICS documents	None	10 minutes	EO Frontline Staff/COS
7. Submits complete application requirements for processing together with the validated PAF in 4 sets	7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status	None	10 minutes	EO Frontline Staff/COS
	7.1. Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Support Staff		10 minutes	Administrative Assistant II
	7.2. Prepares Certificate of Increase of Capital Stock		10 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and Amendment of Articles of Incorporation			
	7.3. Signs and approves the application		10 minutes	EO Director
	7.4. Forwards the approved application to the EO Counter		10 minutes	Administrative Assistant II
8. Waits for the number/corporate name to be called at the EO Counter	Calls the number/ corporate name and assists the client	None	10 minutes	EO Frontline Staff/COS
Presents the Official Receipt to the Counter Officer	9. Receives the Official Receipt	None	10 minutes	EO Frontline Staff/COS
10. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	10. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	10 minutes	EO Frontline Staff/COS/Confidential Assistant III
TOTAL	· · · · · · · · · · · · · · · · · · ·	1. Amended Articles of Incorporation – PHP 1,010*	7 days	
		Plus		
		2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher		
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4. Documentary Stamp tax of PHP 60.00		
		*Inclusive of LRF of PHP 10.00		
		***For Corporations with FIA Application - Additional PHP		
		3,060, inclusive of LRF of PHP 30.00 and DST of PHP		
		30.00		

5. Increase of Capital Stock through Payment other than Cash

This service details the procedure on application for increase of capital stock by way:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furniture / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)		
Classification:	Complex		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities and	d Exchange Commission	
CHECK	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
BA	SIC REQUIREMENTS		
1. Cover sheet		EO Public Assistance or	
		Downloadable at SEC website through the following URL:	
		http://www.sec.gov.ph/wp-	
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf	
2. Certificate of Increase	e of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the	
		Revised Corporation Code (Sections 15 and 37)	
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with	
		Section 37 of the Revised Corporation Code	

4.	Directors' certificate	EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees
5.	Amended Articles of Incorporation	content/uploads/2015/07/Trustees_Certificate.pdf To be prepared by the Company
6.	List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary	To be prepared by the Company
7.	Secretary's Certificate on non-existence of intra-corporate dispute	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non- subscribing shareholders	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9.	If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
10.	Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11.	Monitoring Clearance	SEC Extension Office
12	ADDITIONAL REQUIREMENTS depending on the mode of payment Conversion of Advances / Linkilities to Equity	
12.	Conversion of Advances / Liabilities to Equity 12.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the company

12.2. A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable		
verification of the advances to be converted to equity, if	at SEC website through the following URL:		
not reflected in item 12.1	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf		
12.3. Deed of Assignment of advances / liabilities	To be provided by the Company		
13. Stock Dividends	To be provided by the Company		
	T. I		
13.1. List of stockholders entitled to stock dividend with their	To be provided by the Company		
respective outstanding shares and the allocation of stock			
dividend certified by the corporate secretary			
13.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Company		
13.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock	To be provided by the Company		
dividends as indicated in the Certificate of Increase is in			
proportion to the shareholdings of stockholders as of date			
of meeting approving the dividend declaration or as of			
record date and the treatment of resulting fractional			
shares, if any, are true and correct			
13.4. Secretary's Certificate on the Board's resolution to reverse	To be provided by the Company		
the appropriated retained earnings			
13.5. Reconciliation of Retained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008		
	downloadable at SEC website through the following URL:		
	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf		
14. Land, buildings / condominium units			
14.1. Detailed schedule of property showing the registered	To be provided by the Applicant.		
owner, location, area, TCT/CCT no., tax declaration			
number and the basis of transfer value (market value,			
assessed value or zonal value) certified by the company			
accountant			
14.2. Copy of TCT/CCT and tax declaration sheet certified by	To be provided by the Applicant.		
Register of Deeds and Assessor's Office, respectively			
14.3. Latest zonal valuation certified by BIR, if transfer value is	To be provided by the Applicant.		
based on zonal value			

14.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.		
14.5. Deed of Assignment	To be provided by the Applicant.		
14.6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.		
14.7. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.		
14.8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.		
14.9. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf		
15. Untitled Lands			
15.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.		
15.2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.		
15.3. Latest realty tax receipts	To be provided by the Applicant.		
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.		
15.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.		

15.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated 15.7. Affidavit executed by the transferor attesting to the: 15.7.1. Existence (or non-existence) of easements over the untitled property 15.7.2. Kind/description of the easement and its location 15.7.3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 15.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital 15.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 15.9.1. There is no other claimant to the untitled land 15.9.2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or 15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) 15.10. Blue Print Survey of the Plan as approved by the Bureau of Lands 15.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value) assessed value / zonal value or appraised value) 15.12. Latest zonal valuation certified by BIR, if transfer value is based on appraised value (not more than 6 month old)	45 C. Dunlingto eniminal or contificat times coming of accordance	To be analysided by the Applicant
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is based on appraised value (not more than 6 month old)		
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	is based on appraised value (not more than 6 month old)	
15.14. Deed of Assignment	15.14. Deed of Assignment	To be provided by the Applicant.

	Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application tories / Furniture / Personal Properties	To be provided by the Applicant.
	Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the Applicant.
	Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
	Deed of Assignment	To be provided by the Applicant.
	y equipment and machinery	
17.1.	Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.
17.2.	Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.	To be provided by the Applicant.
17.3.	Deed of Assignment	To be provided by the Applicant.
	Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
18. Share	es of Stock	
18.1.	Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
18.2.	Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
18.3.	Deed of Assignment	To be provided by the Applicant.

18.4.	Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.	
18.5.	Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.	
18.6. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)		To be provided by the Applicant.	
• /		To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf	
19. Motor	· Vehicles		
19.1.	Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.	
19.2.	Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.	
19.3.	Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.	
19.4.	Deed of Assignment	To be provided by the Applicant.	
19.5.	Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf	
19.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition		To be provided by the Applicant.	

20. Sea Vessel / Aircraft	
20.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.
20.2. Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.3. Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
20.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
20.5. Deed of Assignment	To be provided by the Applicant.
20.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
21. Intangibles	
21.1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant
21.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	To be provided by the Applicant
21.4. Deed of Assignment	To be provided by the Applicant
21.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. Net Assets	

22.1.	Audited financial statements (AFS) of the applicant	To be provided by the Applicant
	corporation as of the last fiscal year received by BIR and	To be provided by and approxim
	SEC	
22.2.	Audited financial statements of single proprietorship /	To be provided by the Applicant
	partnership / division of corporation (for spin-off) as of	
	last fiscal year	
22.3.	Long-form audit report of item no. 22.2	To be provided by the Applicant
22.4.	Deed of Assignment of the assets and liabilities	To be provided by the Applicant
22.5.	List of creditors with the amount due to each creditor as	To be provided by the Applicant
	of date of the AFS certified by the auditor or certified	
	under oath by the company accountant and written	
	consent of creditors	
22.6.	Detailed schedule of properties with certificate of	To be provided by the Applicant
	registration/titles and their respective book values	
	certified by the company accountant	
22.7.	Photocopy of the certificate of registration of the motor	To be provided by the Applicant
	vehicles (present original for verification)	
22.8.	Copy of TCT/CCT and tax declaration sheets certified by	To be provided by the Applicant
	the Register of Deeds and Assessor's Office, respectively	
22.9.	Photocopy of stock certificates (present original for verification)	To be provided by the Applicant
22 10	DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
	Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
22.11.	submit the required proof of transfer within the	For guidance, please refer to Memorandum Circular No. 14 series of 2013
prescribed period		downloadable at SEC website through the following URL:
	procerised period	http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
		International Marketing Contains applications of the marketing mar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures a number from the	1. Calls the number and assists	None	5 minutes	EO Frontline Staff
guard on duty	the client			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	Submits the requirements to the Counter Officer for pre- processing	Records the application for - pre-processing	None	10 minutes	EO Frontline Staff
		2.1. For first time applicants, Assigns the application to the monitoring officer		1-5 hours	
		2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO Specialist		10 minutes	
		2.2. Advises the client when to follow up the application		10 minutes	
		2.3. Examines whether the documents submitted are complete in form and in substance.		3-5 working days	Securities Specialist II
		2.3.1.If application is complete and in order, the specialist			
		prepares Final Report and submits it to the Securities Counsel			

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			
			2.4. Reviews the final report 2.4.1.If compliant, orders the Specialist to issue Payment Assessment Form (PAF)			
			2.4.2.If not compliant, returns the application to the EO Specialist. Go to Step 2.3.2		1 working day	Securities Counsel I
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	;	Receives the follow-up slip and forwards it to the assigned EO specialist	None	10 minutes	EO Frontline Staff
4.	Receives the Payment Assessment Form	4.	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Securities Specialist II
5.	Pays the filing fees	5.	Receives and acknowledges payment	Amended Articles of Incorporation – PHP 1,010*	10 minutes	Cashier (Confidential Assistant III)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Plus		
		2 Increase of Conital		
		2. Increase of Capital Stock -		
		**For corporation with		
		par value –		
		1/5 of 1% of the		
		increase in capital		
		stock but not less		
		than PHP 3,000.00 or		
		the subscription price of the subscribed		
		capital stock,		
		whichever is higher		
		Willonever to migner		
		**For corporation		
		without par value -		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		PHP 100.00 per share but not less than PHP		
		3,000.00 or the issue		
		value of the		
		subscribed capital		
		stock, whichever is		
		higher		
		0.155		
		3. LRF -equivalent to		
		1% of the computed		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax of PHP		
		60.00 *Inclusive of LRF of PHP 10.00		
		***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
6. Secures a number from the guard on duty	6. Calls the number through the system and assists the client	None	5 minutes	EO Frontline Staff/COS
7. Submits complete application requirements for processing together with the validated PAF in 4 sets	7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status	None	10 minutes	EO Frontline Staff/COS
	7.1. Encodes the details of the application in the system		10 minutes	Administrative Assistant II
	7.2. Prepares Certificate		10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.3. Signs and approves the application		10 minutes	EO Director
	7.4. Forwards the approved application to the EO Counter		10 minutes	Administrative Assistant II
Secures a number from the guard on duty	Calls the number and assists the client	None	10 minutes	EO Frontline Staff/COS/Confidential Assistant III
Presents the Official Receipt to the Counter Officer	9. Receives the Official Receipt	None	10 minutes	EO Frontline Staff/COS/Confidential Assistant III
10. Receives the duly approved application	10. Releases the duly approved application	None	10 minutes	EO Frontline Staff/COS/Confidential Assistant III
TOTAL		1. Amended Articles of Incorporation – PHP 1,010*	7 days	
		Plus		
		2. Increase of Capital Stock - **For corporation with par value –		
		1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		price of the		
		subscribed capital		
		stock, whichever is		
		higher		
		**For corporation		
		without par value –		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		PHP 100.00 per		
		share but not less		
		than PHP 3,000.00 or		
		the issue value of		
		the subscribed		
		capital stock,		
		whichever is higher		
		3. LRF -equivalent to		
		1% of the computed		
		filing fee for		
		Increase of Capital		
		Stock but not less		
		than PHP 10.00		
		4. Documentary		
		Stamp tax of PHP		
		60.00		
		*Inclusive of LRF of		
		PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		

6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)					
Classification:	Simple	Simple				
Type of Transaction:	G2B – Government to Business					
Who may avail:	All Registered Partnerships, Domestic Corpo	orations, and Licensed Foreign Corporations				
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE				
1. SEC FORM 2015-001 (1	1 Original)	SEC EO				
 Monitoring Clearance (Primary Licenses Lending Foundation 	(1 photocopy)	SEC EO CGFD CGFD				
•	Secondary Licenses, attach the Articles est Amended Articles of Incorporation, if	Corporate Secretary or at www.secexpress.ph Corporate Secretary or at www.secexpress.ph				
7. For Partnerships, attac Amended Articles of P	ch the Articles of Partnership or latest artnership, if any	ocipolate occident of at minimocomproserving				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a number from the guard on duty	Calls the number and assists the client	None	5 minutes	EO Frontline Staff/COS
Waits for the processing of request	2. Receives application	Certification Fee – PHP 500 Documentary Stamp	5 minutes	EO Frontline Staff
	2.1. Evaluate attachments	Tax – PHP 30	10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1. Receives the PAF and pays to the SEC Cashier.	2.2. Verifies the status of corporation through CIS-URDB.		1 hour	Administrative Assistant I/ Administrative Officer IV
	2.2.1. If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.			
	2.2.2.If not cleared in Certification Issuance System- Unified Reference Database (CIS- URDB), instructs the applicant to return to the department who encoded the infraction.			
	2.3. Receives the machine validated Payment Assessment Form.			
	2.4. Prints the Certificate of No Derogatory			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Information through the CIS-URDB.			Administrative Assistant I/ Administrative Officer IV
	2.5. Reviews the application and signs the Certificate of No Derogatory Information.			EO Director
3. Waits for name/number to be called	3. Calls the number	None	5 minute	EO Frontline Staff
4. Receives the certification	Seals the Certificate of No Derogatory Information with the SEC logo 4.1. Releases the Certificate	None	5 minutes	Administrative Assistant I/ Administrative Officer IV
TOTAL	of No Derogatory Information (CNDI) to the applicant.	PHP 530.00	1.5 hour	

7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Government Agencies		
CHECKL	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
Signed Letter Request (1 o	Requesting Government Agency		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the letter request to the Office of the Director Through the FO Counter	1. Receives the letter request	None	5 minutes	EO Frontline Staff
through the EO Counter	1.1. Assigns and forwards to concerned EO staff			
2. Waits to process the request	Prepares the requested documents and forwards to the Administrative Assistant II	None	5 minutes per document	EPO Frontline Staff COS Confidential Assistant III
	2.1. *If plain copy, prints the documents	PHP 10.00 per page	10 minutes per document	
	2.2. **If authenticated copy, prints and stamps the documents		10 minutes per document	
	2.3. Prepares the letter reply and/or Payment			Confidential Assistant III

	Assessment Form (PAF) and forwards the same together with the documents to the Administrative Officer IV 2.3.1.If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF 2.4. For non-profit making agencies, do not issue a PAF			Administrative Officer IV
	2.5. Signs the letter and/or documents and forwards to the Administrative Assistant II		5 minutes	EO Director
Receives the transmittal letter with attached document/s	Transmits the signed letter reply with attached documents	None	5 minutes per agency	EO Frontline Staff/COS/Confidential Assistant III/Administrative Officer IV

3.	I. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s			
3.2	2. If the requesting party is outside Metro Manila, transmits by courier/express			
3.3	B. Transmits the signed letter reply with attached PAF through courier/express			
TOTAL		P10.00 per page	38 minutes	

8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	All	
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Gets a number from the guard on duty and proceeds to EO Counter	Calls the number and assists the client	None	5 minutes	EO Frontline Staff COS
Presents concern/s, query or complaint 2.1. Presents written complaint	Renders advice depending 2.1. On the nature of the concern/query; or	None	30 minutes	EO Frontline Staff COS
	2.2. Hands out the requested checklist of requirements, guidelines, or sample forms;		5 minutes	
	2.3. Refers to the appropriate EO staff		5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days		5 minutes	
TOTAL		None	46 minutes	

9. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

Office or Division:	SEC Tarlac Extension Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2B – Govern	ment to Business
Who may avail:	All Natural and Juridical persons and their re	presentatives
CHECKL	ST OF REQUIREMENTS	WHERE TO SECURE
 Articles of Incorpo corporations) Treasurer's Affiday By-Laws (for stock Foreign Investmen 		Company Registration System (CRS) SEC Extension Office
*Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies		
		 CRS website: <u>crs.sec.gov.ph</u> Computation of filing fee: <u>www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</u>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an email account in the CRS	 System sends verification confirmation to allow applicant to sign-in into the facilities therein. Email account created automatically expires within 90 calendar days if inactive. 	None	10 minutes	Applicant/Registrant
2. Verifies, reserves or appeals the proposed company name with or without trade name/s	e company name in accordance	None	10 minutes	
Starts filling out company details and submit forms on- line	3. Systems validates the	None	30 minutes	Applicant/Registrant
Submits the hard copies of signed and notarized documents	Receives the application documents and assigns to a processor 4.1. Processes the submitted	For stock corporation based on the authorized capital stock: With par value: 1/5 of	10 minutes 1-6 hours	Administrative Assistant II Administrative Officer II Securities Specialist I Securities Specialist II
	application in accordance with the Revised Corporation Code, Guidelines on Corporate names,	1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Foreign Investments Act,	subscribed capital		
	Anti-Dummy Law and	stock whichever is		
	other special laws and	higher		
	applicable SEC rules	Without par value: 1/5		
	and regulations	of 1% of the		
		authorized capital		
	4.1.1.If compliant,	stock computed at	10 minutes	
	processor issues a	PHP 100 per share		
	Payment	but not less than PHP		
	Assessment Form	2,000 or the issue		
	(PAF)	value of the		
		subscribed capital		
	4.2. Required filing fees	stock whichever is		
	based on Memo Circular	higher		
	No. 3, series of 2017	By-Laws for both		
		stock and non-stock		
	4.2.1.If non-compliant,	corporations: PHP		
	application will be	1,000		
	returned to the party	Articles of		
		Incorporation for non-		
		stock corporation:		
		PHP 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional trade name/s: PHP 100.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
5.	Submits the proof of payment and documents	5. Officially receives and stamps the hard copies of the registration application forwards to SEC EO for generation of the Certificate of Registration (COR)	None	10 minutes	Administrative Officer II Securities Specialist I Securities Specialist II
		5.1. Enters company name in the EO Masterlist and prints Certificate		5 minutes	Administrative Assistant II
		5.2. Reviews and evaluates the application with supporting documents 5.2.1. If compliant, signing		30 minutes	EO Director
		of the Certificate of Registration (COR)			
		5.2.2.If non-compliant, documents were returned to the processor, then to the party/client			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR)	6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	5 minutes	EO Frontline Staff/COS Confidential Assistant III
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher	1 day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By-Laws for both		
		stock and non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for		
		<u>non-stock</u>		
		corporation: PHP		
		1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s: PHP		
		100.00		
		Documentary Stamp		
		<u>Tax</u> : PHP 30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not		
		less than Ten Pesos		
		(PHP 10.00)		

10. Registration of Corporations through the CRS

This service details the procedure and documentary requirements for the registration and/or issuance of the primary licenses of a) ordinary stock corporations; b) issuance of secondary licenses or certificates of authority of lending and financing companies; and c) incorporation of non-stock, non-profit corporations. The process is done through the Company Registration System at *crs.sec.gov.ph*, the online registration system of the SEC.

Office	or Division:	SEC Tarlac Extension Office (SEC-TEO)	
Classif	ication:	Simple	
Type o	f Transaction:	G2C – Government to Citizen	
Who m	ay avail:	All natural and juridical persons and their repr	resentatives
	CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
1.	incorporate solutions of the corporate solutions of the corporations of the corporate of th	ration (AI)* cation Numbers (TIN) of Filipino ors, directors, stockholders including subscribers (to be written in the Articles of on and applicable document/s) cation Numbers (TIN) or passport f foreign incorporators, directors and rs (to be written in the Articles of	CRS-generated
	Treasurer's Affidav Articles of Incorpo	on and applicable document/s) rit* (in case not incorporated in the ration)	CRS-generated
4. 5.		ts Act (FIA) Application Form (F-100),* if	CRS-generated
6.		ndertaking to Change Name (in case not Articles of Incorporation)*	CRS-generated

7	Affidavit of Delinguishment (in secontly transcurer is a	Cample forms of Cover Chaot I laint Affidevit of Undertaking to Change Name
7.	Affidavit of Relinquishment (in case the treasurer is a	Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name
	foreigner and the business activity of the registrant is a	and Affidavit of Relinquishment available at the SEC website at www.sec.gov.ph
	partly-nationalized activity*	Deposit Common of the Foundation Commonstice and Philippine Forbass (Commonstate
Ŏ.	Authenticated/Apostilled Articles of Incorporation and By-	Parent Company of the Foreign Corporation and Philippine Embassy/Consulate
	Laws and supporting documents, if the same were executed	
_	in a foreign jurisdiction (1 original, 2 photocopies)	
9.	Endorsement/Clearance from other government agencies, if	Other requirements must be secured by the registrant from the appropriate
	applicable (1 original, 2 photocopies)	government agency or SEC department, or to be supplied by the registrant, if
10.	Endorsement/Clearance from other departments of the SEC,	applicable
	if applicable (1 original, 2 photocopies)	
11.	Endorsement/Clearance from a) Philippine Economic Zone	SEC-Registered Domestic Corporation
	Authority (PEZA); b) Subic Bay Metropolitan Authority	
	(SBMA) or Clark Development Corporation (CDC); and/or c)	
	Cagayan Economic Zone Authority (CEZA), if applicable; (1	
	original, 2 photocopies)	
12.	Certificate of Incorporation and Articles of Incorporation or	
	latest General Information Sheet (GIS) of any corporate	
	subscriber (1 photocopy)	
13.	Proof of existence of foreign corporate subscriber/s (1	Foreign Corporation abroad
	photocopy)	
14.	Other requirement/s as may be required by the CRMD	
	Director (1 original, or if applicable, 1 photocopy only)	
	of hard copies to be received by the CRMD Receiving Unit	
	<u>least one set</u> in original form containing the original	
	res of the required signatories and notary public.	
1	n-stock religious aggregates	
1.	Affidavjt of Affirmation/Verification by the chief priest, rabbi,	Public Assistance and Complaint Desk/EO Counter
	minister, or presiding elder *not required if already part of	
	the Articles of Incorporation	
For fou	ndation	

Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00	Banks
2. Statement of Willingness to allow the Commission to	Notary Public
conduct an audit	
For federation	
1. List of Member-Associations certified by the Corporate	Corporate Secretary
Secretary	
For confederation	
1. List of Member-Federations certified by the Corporate	Corporate Secretary
Secretary	
For condominium corporation/association	
1. Notarized Copy of the Master Deed with primary entry of the	Condominium Developer and Register of Deeds
Register of Deeds	·
2. Certification that there is no existing similar condominium	Applicant Condominium Corporation/Association to be executed by the
association within the condominium project	Corporate Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an account in the Company Registration System (CRS) by logging in at www.crs.gov.ph	System sends verification confirmation to allow applicant to sign-in to the facilities therein.	None	10 minutes (under normal circumstances, i.e. system is working)	System-generated
1.1. Verifies the created account through e-mail then log-in his/her account logs-in	1.1. *Email account created automatically expires within 90 calendar days if inactive		10 minutes	
Verifies, reserves, or appeals the proposed company name including	1.2. System approves/denies the proposed company name in accordance with		10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
trade or business names, if applicable	Memorandum Circular No. 13, series of 2019 1.3. System approves the			
1.2.1.If approved, proceed with the	proposed name/s			
encoding of company	1.4. Approves the appeal		20 minutes	Name Verification Officer
information	1.5. Denies the appeal			
1.2.2.*Reservation of proposed company	1.6. None			
name expires on the 4 th day if in-	1.7. System acknowledges submission of			
forms are not filled up	documents			
1.2.3. If denied, avails of online appeal of rejected names by uploading appeal letter and/or supporting documents				
1.3. Encodes company information				
1.4. Uploads and submits CRS-generated or non- CRS generated documents				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the evaluation of submitted documents	Evaluates uploaded documents	None	1-6 hours per application	Administrative Officer II Securities Specialist I, & II
Receives notification through email and CRS account 3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies or completes the requirements	System issues compliance e- mail alert if the documents are incomplete or with deficiencies 3.1. System issues payment e-mail alert if the documents are complete and in order	None		
3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements				
3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS				
3.4. If on collection, prints the Order of Payment				

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.	Presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF)		5 minutes	Administrative Officer II Securities Specialist I, & II
	4.1. If at Extension Office, presents the Order of Payment	4.1. Presents PAF to the assigned CRS processor for his/her		5 minute	
	4.2. *Bring the documentary requirements	initial/signature			
	4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment	4.2. Issues machine- validated Oncoll Payment Slip/s			
5.	Presents the PAF at the SEC Cashier and pays the filing fees	5. Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.	5 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stock corp., without		
		par value: 1/5 of 1%		
		of the authorized		
		capital stock		
		computed at PHP 100		
		per share of the		
		subscription price of		
		the subscribed capital		
		stock, whichever is		
		higher but not less		
		than PHP 2,000.00		
		plus 1% LRF but not		
		less than P20.00;		
		b) By-Laws: PHP		
		1,020.00, inclusive of		
		LRF;		
		c) Name reservation:		
		PHP 100.00 for each		
		corporate name and		
		trade name, if		
		applicable;		
		d) Registration of		
		Stock and Transfer		
		Book: PHP 150.00		
		d) Documentary		
		Stamp – PHP 30.00		
		e) Application under		
		the Foreign		
		Investments Act (FIA)		
		– PHP 3,000.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.	Upon payment, 6.1. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or 6.2. Uploads the proof of payment and documentary	6. Uploads the proof of payment and documentary requirements	None	5 minutes	Frontline Service Assistant COS
7.	requirements in CRS Gets a number and proceeds to the EO Counter 7.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the EO Counter	 7. Calls the number 7.1. Checks the completeness of the documents submitted to ensure that there is at least one original set of the application 7.2. Stamps receives and affixes initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration 	None	5 minutes	Frontline Service Assistant Administrative Officer II Securities Specialist I, & II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the release of the signed Certificate	Checks the uploaded proof of payment and documentary requirements	None	5 minutes	Administrative Officer II Securities Specialist I, & II
	8.1. If complete and compliant, tags the application in CRS as "For Receiving"			Administrative Officer II Securities Specialist I, & II
	8.2. If incomplete and/or non- compliant, returns the application to the applicant through CRS			
	8.3. Tags the application in CRS as "Received"			
	8.4. Retrieves the hard copies of the application and forwards to the Administrative Assistant II		5 minutes	Administrative Officer II Securities Specialist I, & II
	8.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		5 minutes	Administrative Officer II Securities Specialist I, & II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8.6. Reviews the application 8.6.1. Signs the Certificate; or		5 minutes	EO Director/OIC
	8.7. Returns the application for compliance.		5 minutes	Administrative Assistant II
	8.8. Generates the Unified Registration Records (URRs) of the corporation and forwards the Certificate with URR to the EO Counter		5 minutes	
 9. Gets a number and proceeds to the EO Counter 9.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR 	9. Calls the number 9.1. Releases Certificate and URR to the applicant	None	5 minutes 5 minutes	EO Frontline Staff COS Confidential Assistant III
TOTAL		a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock,	1 day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		whichever is higher,		
		but not less than		
		PHP 2,000.00 plus		
		1% Legal Research		
		Fee (LRF) but not		
		less than PHP 20.00.		
		Stock corp., without		
		par value: 1/5 of 1%		
		of the authorized		
		capital stock		
		computed at PHP		
		100 per share of the		
		subscription price of		
		the subscribed		
		capital stock,		
		whichever is higher		
		but not less than		
		PHP 2,000.00 plus		
		1% LRF but not less		
		than PHP 20.00;		
		b) By-Laws: PHP		
		1,020.00, inclusive		
		of LRF;		
		c) Name		
		reservation: PHP		
		100.00 for each		
		corporate name and		
		trade name, if		
		applicable;		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		d) Registration of		
		Stock and Transfer		
		Book: PHP 150.00		
		d) Documentary		
		Stamp – PHP 30.00		
		e) Application under		
		the Foreign		
		Investments Act		
		(FIA) – PHP 3,000.00		

11. Registration of Corporations with less than 5 Incorporators through interim system

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

Office or Division:	SEC Tarlac Extension Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2B – Governi	ment to Business
Who may avail:	All Natural and Juridical persons and their re	presentatives
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
corporations) 3. Treasurer's Affidav Treasurer's Certific incorporated in the 4. By-Laws (for stock 5. Foreign Investment	ration (for stock and non-stock rit (for stock corporation only, optional if cate in accordance with the RCC is Articles of Incorporation (AI)) and non-stock corporations) ts Act Form 100 (for stock corporations for foreign equity) whose paid-up capital is	SEC Extension Office
*Please be informed to arrange in accordance with the order in the checklist in 3 original and 1 photocopy		
		Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to	1. None	None		Applicant/Registrant
https://apps004.sec.gov.ph:8001/application				

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-out all the details needed and submit online	2.	System assigns the application to Name Verification Officer for the reservation of corporate name 2.1. Whether name is	None	10 minutes	Name Verification Officer
		approved or			
		disapproved, the name verification			
		officer assigns the			
		application to a processor		1-3 days	Processor
		•		1 o days	1 10003301
		2.2. Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations			
		2.3. If the application is approved, the processor uploads the Payment Assessment Form			
		(PAF) in PDF file to			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the system. If the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or the comments to the email of the applicant/registrant.			
Pays the filing fees and submits the hard copies of signed and notarized documents	3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized	5 minutes	Confidential Assistant II
	3.1. Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant.	capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the	30 minutes	Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		issue value of the		
		subscribed capital		
		stock whichever is		
		higher		
		By-Laws for both		
		stock and non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for non-		
		stock corporation:		
		PHP 1,000		
		Foreign Investments		
		Act (FIA) Form 100: PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		100.00		
		Each additional trade		
		name/s: PHP 100.00		
		Documentary Stamp		
		Tax: PHP 30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not		
		less than Ten Pesos		
		(PHP 10.00)		
3. Submits the proof of payment and	4. Officially receives and	None	5 minutes	EO Frontline Staff
documents	stamps the hard copies			
	of the registration			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application and forwards to the Administrative Assistant II for generation of the Certificate of Registration (COR)			
	4.1. Enters company name in the EO Masterlist and		5 minutes	Securities Specialist I
	prints Certificate 4.2. Reviews and evaluates the application with supporting documents		10 minutes	Acting Director
	4.2.1.If compliant, signs the Certificate			
	4.2.2.If non- compliant, returns documents to the processor, then to the party/client			
5. Presents Official Receipt to secure the Certificate of Incorporation and signs the	Enters company name in the Masterlist and	None	5 minutes	Administrative Assistant II/ EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
logbook as proof of receipt of the Certificate of Registration (COR)	releases the Certificate together with registration application then stamps release the official receipt			
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By-Laws for both		
		stock and non-		
		stock corporations:		
		PHP 1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: PHP		
		1,000		
		<u>Foreign</u>		
		Investments Act		
		(FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s: PHP		
		100.00		
		<u>Documentary</u>		
		Stamp Tax: PHP		
		30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not		
		less than Ten Pesos		
		(PHP 10.00)		

12. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

Office or Division:	SEC Tarlac Extension Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2B – Government to Business		
Who may avail:	All Natural and Juridical persons and their representatives		
CHECKLIST OF REQUIREMENTS WHERE TO SE		WHERE TO SECURE	
Cover Sheet Articles of Incorporation Acceptance letter of the Nominee and Alternate Nominee *Please be informed to arrange in accordance with the order in the checklist in 3 original set and 1 photocopy		SEC Extension Office	
	· · · · ·	Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Log-in to https://apps004.sec.gov.ph:8001/application https://apps004.sec.gov.ph:8001/application	1. None	None		Applicant/ Registrant
Fill-out all the details needed and submit online	System assigns the application to Name Verification Officer for the reservation of corporate name 2.1. Whether name is approved or	None	10 minutes	Name Verification Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	disapproved, the name verification officer assigns the application to a processor		1-3 days	Securities Specialist I
	2.2. Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations			
	2.3. If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or the			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	comments to the email of the applicant/registrant.			
Pays the filing fees and submits the hard copies of signed and notarized documents	Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized	5 minutes	Confidential Assistant II
	3.1. Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant.	capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher Articles of	30 minutes	Securities Specialist I
		Incorporation for non-		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock corporation: PHP 1,000 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00		
		Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
Submits the proof of payment and documents	3. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the generation of the Certificate of Registration (COR)	None	5 minutes	EP Frontline Staff
	3.1. Enters company name in the EO Masterlist and		5 minutes	Administrative Assistant II
	prints Certificate		10 minutes	Securities Specialists

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Reviews and evaluates the application and supporting documents			Acting Director
	3.2.1.If compliant, signing of the Certificate of Registration (COR)			
	3.2.2.If non- compliant, documents returned to the processor, then to the party/client			
Presents Official Receipt to secure the Certificate of Incorporation and signs the receiving logbook as proof of receipt of the Certificate of Registration (COR)	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	5 minutes	Administrative Assistant II/ EO Frontline Staff
TOTAL	·	For stock corporation based on the authorized capital stock:	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		With par value: 1/5		
		of 1% of the		
		authorized capital		
		stock but not less		
		than PHP 2,000 or		
		the subscription		
		price of the		
		subscribed capital		
		stock whichever is		
		higher		
		Without par value:		
		1/5 of 1% of the		
		authorized capital		
		stock computed at		
		PHP 100 per share		
		but not less than		
		PHP 2,000 or the		
		issue value of the		
		subscribed capital		
		stock whichever is		
		higher		
		Foreign Investments		
		Act (FIA) Form 100: PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s: PHP		
		100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp		
		Tax: PHP 30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not		
		less than Ten Pesos		
		(PHP 10.00)		

13. Registration of Partnerships through the CRS

This service details the procedure and documentary requirements for the issuance of Certificates of Records. The process is done through the Company Registration System at *crs.sec.gov.ph*, the online registration system of the SEC.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All natural and juridical persons and their representatives		
CHECKLI	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
1. Cover Sheet (2 original	; 1 photocopy)	CRS-generated	
2. Signed & notarized Art	icles of Partnership (1 original; 2	CRS-generated	
including domesti	Numbers (TIN) of Filipino partners c partnership (to be written in the ship and applicable document/s)	Bureau of Internal Revenue (BIR)	
2.2. Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)		Bureau of Internal Revenue (BIR)	
partnership agreed 2.4. Board Resolution be a partner in a C	of foreign company (if a partner in the ment is signed in the home country) of the Foreign Company authorizing it to ontract of Partnership ostilled Document) and designating the ares	http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf	
3. If there are one (1) or more foreign partners		CRS-generated	
,	d F-105 (Foreign Investments Act		

4.	If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F-105 (1 original; 2 photocopies)	Philippine Embassy/Consulate
5.	If applicable, Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES
		A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
		B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
		C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates an account in the	System sends verification	None	10 minutes (under	System-generated
Company Registration	confirmation to allow applicant		normal circumstances,	
System (CRS) by logging in	to sign-in in the facilities		i.e. system is working)	
at <u>www.crs.gov.ph</u>	therein.			
			1 minute	
1.1. Verifies the created account through e-mail then logs-in his/her account	1.1. *Email account created automatically expires within 90 calendar days if inactive			
Verifies, reserves, or appeals the proposed company name including	System approves/denies the proposed company name in accordance with		10 minutes	Name Verification Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
trade or business	Memorandum Circular			
names, if applicable.	No. 13, series of 2019			
			30 minutes	
1.2.1. If approved,	1.3. System approves the			
proceeds with the	proposed name/s			
encoding of				
company	1.4. Approves the appeal			
information				
	1.5. Denies the appeal			
1.2.2.*Reservation of	***			
proposed company	1.6. None			
name expires on				
the 4 th day if in-	1.7. System acknowledges			
forms are not filled	submission of			
up	documents			
- r				
1.2.3.If denied, avails				
online appeal of				
rejected names by				
uploading appeal				
letter and/or				
supporting				
documents				
1.3. Encodes company				
information				
1.4. Uploads and submits				
CRS-generated or non-				
CRS generated				
documents				

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	Waits for the evaluation of	2. Evaluates uploaded	None	1-6 hours per	Administrative Officer II
	submitted documents	documents		application	Securities Specialist I, & II
3.	Receives notification through email and CRS account 3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements	3. System issues compliance email alert if the documents are incomplete or with deficiencies 3.1. System issues payment e-mail alert if the documents are complete and in order	None		
	3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements				
	3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS				
	3.4. If on collection, prints the Order of Payment				
4.	Presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF)			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1. If at SEC Head Office or Extension Office, presents the Order of Payment	4.1. Presents PAF to the assigned CRS processor for his/her initial/signature		5 minutes	Administrative Officer II Securities Specialist I, & II
	4.2. *Brings the documentary requirements4.3. If at any SEC-accredited Landbank branches, presents the Order of Powment	4.2. Issues machine- validated Oncoll Payment Slip/s		1 minute	
5.	Payment Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00. c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign	5 minutes	TEO Cashier

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Investments Act (FIA) – PHP 3,000.00		
6.	Upon payment, 6.1. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or 6.2. Uploads the proof of payment and documentary requirements in CRS	6.	Uploads the proof of payment and documentary requirements	None	2 minutes	EO Frontline Staff COS/Confidential Assistant III
7.	· · · · · · · · · · · · · · · · · · ·	7.	 7.1. Checks the completeness of the documents submitted to ensure that there is at least one original set of the application 7.2. Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration 	None	1 minute 5 minutes	Administrative Officer II Securities Specialist I, & II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the release of the signed Certificate	8. Checks the uploaded proof of payment and documentary requirements 8.1. If complete and compliant, tags the application in CRS as "For Receiving" 8.2. If incomplete and/or noncompliant, returns the application to the applicant through CRS	None	5 minutes	Administrative Officer II Securities Specialist I, & II
	8.3. Tags the application in CRS as "Received"		5 minutes	
	8.4. Retrieves the hard copies of the application and forwards to the Data Analyst		5 minutes	Administrative Assistant II
	8.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8.6. Reviews the application 8.6.1. Signs the		10 minutes	EO Director, EO-OIC
	Certificate; or			
	8.6.2.Returns the application for compliance.			
	8.7. Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the EO Counter		5 minutes	Administrative Assistant II
9. Gets a number and proceeds to the EO Counter	9. Calls the number	None	1 minute	EO Frontline Staff Administrative Asst. II
9.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR	9.1. Releases Certificate and URR to the applicant	None	5 minutes	
TOTAL		a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.	2 hours and 21 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		c) Name		
		reservation: PHP		
		100.00 for each		
		partnership name		
		and trade name, if		
		applicable;		
		c) Documentary		
		Stamp – PHP 30.00		
		d) Application under		
		the Foreign		
		Investments Act		
		(FIA) – PHP 3,000.00		

14. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All registered domestic corporations through	their Authorized Representatives
CHECKLI	ST OF REQUIREMENTS	WHERE TO SECURE
 Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC) Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws Copy of Registration of Stock and Transfer Book/Membership 		To be provided by client
 Other documents (per Secretary's Certific General Information Secretary's Certific Secretary's Certific Affidavit of the Corand the Same/Audi General Formal for revenue/total asset (P5,000,000) 	eate of No Intra-Corporate Dispute; eate (Clarification) porate Secretary (Anti-Dummy Law/One	Public Assistance and Complaint Desk/EO Counter

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits completely filled-up "Request for Monitoring" and the required documents	1. Pre-evaluates required documents 1.1. If documents are not complete, the same are returned together with the checklist of the requirements; 1.2. If the documents are complete the request is accepted and assigned to monitoring staff the proposed name/s	None	15 minutes	EO Frontline Staff/COS
	1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh)	Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and	30-45 minutes on average per corporation	Administrative Assistant I Administrative Officer IV

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Office Order No. 298, Series of 2010		
2.	Returns on assigned day, and if is agreeable to the findings presented, signs the MS	2. Presents the findings to the applicant 2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing	None	1-2 days	Administrative Assistant I Administrative Officer IV EO Director/OIC
3.	Pays the assessed fines and penalties	Receives payment of assessed fines and penalties and issues official receipt	None	10 minutes	Cashier
TC	OTAL		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of	2 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		corporation;		
		Memorandum		
		Circular No. 8,		
		Series of 1998 (MC8-		
		1998); and Office		
		Order No. 298,		
		Series of 2010		

15. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Tarlac Extension Office (SEC-TEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Business		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. If reports/reportorial requirements, bring 5 sets/copies.			
Otherwise, no other re	quirements needed.		

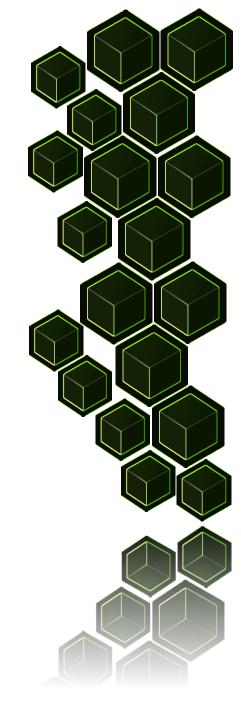
Option 1 – Walk-in submission of reports/reportorial requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client gets a number, proceeds to the EO Counter and waits to be called	1. Calls on the client's number	None	2 minutes	EO Frontline Staff/COS/Confidential Assistant III
1.1. Presents 5 sets/copies of documents	1.1. Encodes document, prints barcode page, and attached barcode page to each copy		3 minutes/doc	EO Frontline Staff/COS/Confidential Assistant III

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	Claims 1 set for his file copy, including the acknowledgement receipt (barcode page)	Retains 4 sets including original and returns 1 set to client		1 minute	EO Frontline Staff/COS/Confidential Assistant III
TC	TOTAL		None	6 minutes	

LEGAZPI CITY SEC - EXTENSION OFFICE

SEC Building, 2nd Floor Chiniel (Avon) Bldg., Rizal Street, Albay District, Legazpi City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

Office or Division:	SEC Legazpi Extension Office (SE	C-LEO)
Classification:	Simple and Complex	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All registered domestic corporations	through their Authorized Representatives
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK OR N	ION-STOCK CORPORATIONS)	May secure Checklist of requirements and sample formats from the Public
-3 sets original and 2 sets photoco	pies	Assistance and Complaint Desk of respective SEC EO or through the
		Commission's website at http://www.sec.gov.ph/services-2/company-
1. Amended Articles of Incorpora		2/amendment/
 Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names Notarized Secretary`s Certificate on no pending case of intracorporate dispute Monitoring Clearance 		
Additional Requirements 1. Endorsement from other government agencies, if applicable (1 original copy)		Legazpi Extension Office Corporate Governance and Finance Department (CGFD) BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

		A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
		B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
		C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
2	If the provision to be amended is the corporate name, submit: a. Name Verification Slip (1 original)	Name verification slip may be secured manually from the name verification officer at Legazpi Extension Office;
	 Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI) 	
3	. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101	May download copy through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
4	. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102	May download copy through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If corporate name is for amendment: 1.1. Fills out Name Verification Forms (Verification Forms)	Approves or denies proposed name/s or trade name/s	P100.00 per proposed corporate/trade name/s	20-30 minutes per application	Name Verification Officer
(Verifies, reserves or company name with or without trade name/s)	1.1. Approves or denies appeal for the	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2. If name is rejected, registrant may appeal for the proposed corporate	proposed name/s or trade name/s			
name	1.2. Appeal is elevated to head office (CRMD)		CRMD process	
For pre-processing, proceeds to EO Counter for presentation of documentary	Verifies completeness of amendment requirements	None	30 minutes to 1 hour per application	Administrative Officer III
requirements	2.1. If documents are complete:	None		
	2.1.1.Accepts documents for processing			
	2.2. If documents are incomplete:	None		
	2.2.1.Returns documents to clients for compliance			
Waits for the evaluation and advice of the EO processor	3. Processes and evaluates application for amendment3.1. If compliant, issues	None	Within 1 or 2 days (depending on the complexity of the documentary	Securities Counsel I
	Payment Assessment Form		requirements)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. If non-compliant, issues a checklist for compliance			
4. Pays the filing fee	4. Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles of Inc. or By-laws: PHP 1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+**+***+****) Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee-1% of the Filing Fee for amendment (PHP 10.00) ***** Amendment with corporate/trade names, with additional	15 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 100.00 per reserved corporate/trade name/s ******Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to EO Counter for presentation of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	10-20 minutes per application	Receiving Officer
6. Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Incorporation and/or Bylaws	None	1 to 2 hours per application	Administrative Officer III
	6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws	None	10 minutes per application	Officer in Charge
	6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws	None	30 minutes per application	Administrative Officer III
7. Proceeds to EO Counter for presentation of the original proof of payment and receives	7. Releases signed Certificate of Amended Articles of	None	15 minutes per application	Officer of the Day/ Releasing Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the signed Certificate of	Incorporation and/or By-			
Amended Articles of Incorporation and/or By-laws.	laws			
TOTAL		PHP 100.00 per proposed corporate/trade name/s	2 days and 5 hours	
		Filing Fees: Amendment of		
		Articles of Inc. or By-		
		laws : PHP 1,040.00 (*+**+***)		
		If Amendment of		
		Articles of Inc. and By-laws: PHP		
		2,080.00 (*+*+**+***+***)		
		Amendment of		
		Articles of		
		Incorporation – PHP 1,000.00 Amendment		
		of By-Laws – P1,000.00		
		**Documentary		
		Stamp Taxes - PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment (PHP		
		10.00)		
		**** Amendment with		
		corporate/trade		
		names, with		
		additional PHP		
		100.00 per reserved		
		corporate/trade		
		name/s		
		*****Amendment by		
		increasing foreign		
		equity FIA forms		
		(PHP 3,000.00 with		
		LRF of PHP 30.00)		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships.

Office or Division:	SEC Legazpi Extension Office (S	EC-LEO)		
Classification:	Simple			
Type of Transaction:	G2B – Government to Business;G2C- Government to Client			
Who may avail:	All registered partnerships through	their Authorized Representatives		
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE		
Basic Requirements (1 set original and 3 sets photocopies)		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Cover Sheet; and				
3. Amended Articles of Partnersh	nip	Any of the partners		
Additional Requirements				
4. Endorsement from other gove original)	rnment agencies, if applicable (1	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas		
4.1. If the provision to be am submit:	ended is the partnership name,			
4.1.1.Name Verification Sli	p (1 original)	Name verification slip may be secured manually by OOTD		
-	to change partnership name. (Not stated in the AP) (1 original; 3	May secure copy from the Public Assistance and Complaint Desk/ OOTD		
submit:	ended is the change of partners,			
4.2.1.Deed of Assignment documents showi	t of partnership interest and or ng withdrawal, resignation,	Assignee and Assignor Partners		

retirement and death of a partner (1 original; 3 photocopies)	
4.3. If provision for amendment is to have foreign equity of a registered partnership, submit: F-106	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
5. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If partnership name is for amendment: 1.1. Fills out Name Verification Form (Verifies, reserves or)	Approves or denies proposed name/s or trade name/s	PHP 100.00 per proposed partnership/trade name/s	20-30 minutes per application	Name Verification Officer/Administrative Officer III
company name with or without trade name/s) 1.2. If name is rejected, registrant may appeal for the proposed partnership name	` ' '	None	CRMD process	
Proceeds to EO Counter for presentment of documentary requirements	Verifies completeness of amendment requirements 4.1. If documents are	None	30 minutes to 1 hour per application	Administrative Officer III
	complete: 4.1.1.Accepts documents for processing 4.1.2.If documents are incomplete: 4.1.2.1. Returns documents to	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	clients for compliance	None		
5. Waits for the evaluation and advice of EO processor	5. Processes and evaluates application for amendment 5.1. If complete and compliant, issues Payment Assessment Form 5.2. If non-compliant, issues a checklist for compliance	None	Within 1 to 2 days (depending on the complexity of the documentary requirements)	Securities Counsel I
6. Pays the filing fee	6. Issues the Official Receipt and machine-validated Payment Assessment Form	Amendment of Articles Partnership: PHP 2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 20.00) ***** Amendment with partnership/trade names, with additional	15 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 100.00 per		
		reserved		
		corporate/trade		
		name/s		
		*****Amendment with		
		Deed of Assignment		
		of Partner's Interest –		
		PHP 2,000.00 per		
		Deed		
		*****Amendment of		
		Partnership with		
		Increase in Capital –		
		1/5 of 1% of the		
		Partnership's Capital		
		but not less than PHP		
		2,000.00		
		******Amendment by		
		increasing foreign		
		equity FIA forms		
		(PHP 3,000.00 with		
7. Donata da ta 50 Osambar fari	7 Danis	LRF of PHP 30.00)	40.00	Danisius Offices
7. Proceeds to EO Counter for	7. Receives and verifies	None	10-20 minutes per	Receiving Officer
presentment of documentary	documentary requirements		application	
requirements with proof of	and proofs of payment			
payment 8. Waits for the issuance of	8. Prepares the Certificate of	None	1 to 2 hours per	Administrative Officer III
signed Certificate	Amended Articles of	INUITE	application	Administrative Officer III
Signed Continuate	Partnership		αρριισατίστ	
	i dittioronip			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8.1. Signs the Certificate of Amended Articles of Partnership	None	10 minutes per application	Officer in Charge
	8.2. Encodes signed Certificate of Amended Articles of Partnership	None	30 minutes per application	Administrative Officer III
9. Proceeds to EO Counter for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership	8. Releases signed Certificate of Amended Articles of Partnership	None	15 minutes per application	Officer of the Day/Releasing Officer
TOTAL		PHP 100.00 per proposed partnership/trade name/s	2 days and 5 hours	
		Filing Fees:		
		Amendment of Articles Partnership: PHP 2,050.00		
		(*+**+***) *Amended Articles of Partnership		
		Documentary Stamp Taxes - P PHP 30.00 *Legal Research		
		Fee-		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1% of the Filing Fee		
		for amendment (PHP		
		20.00)		
		**** Amendment with		
		partnership/trade		
		names, with additional		
		PHP 100.00 per		
		reserved		
		corporate/trade		
		name/s		
		*****Amendment with		
		Deed of Assignment		
		of Partner's Interest –		
		PHP 2,000.00 per		
		Deed		
		*****Amendment of		
		Partnership with		
		Increase in Capital –		
		1/5 of 1% of the		
		Partnership's Capital		
		but not less than PHP		
		2,000.00		
		******Amendment by		
		increasing foreign		
		equity FIA forms		
		(PHP 3,000.00 with		
		LRF of PHP 30.00)		

3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Corporations duly recorded and registered at Securities and Exchange Commission.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		To be provided by the Company / Applicant		
2. List of stockholders certified under oath by the Corporate		Latest GIS		
Secretary showing the present capital structure of the Company				
(Names of stockholders, nationality, no. of shares and amount				
subscribed, amount of paid				
3. Secretary's Certificate on non-existence of intra-corporate		Downloadable at SEC website through the following URL:		
dispute		http://www.sec.gov.ph/wp-		
4 4 14 15 104 4	((()) () ()	content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf		
4. Audited Financial Statements as of the last fiscal year, stamped		To be provided by the Applicant		
received by SEC and BIR 5. Audited Interim Financial Statements, in case there is/are		External Auditor to be engaged by the Company		
payment/s to unpaid subscription/s or additional issuance of		External Additor to be engaged by the Company		
shares out of the unissued authorized capital stock thru cash				
infusion made after the fiscal year or after the approval of the				
increase in capital stock not covered by item 4, to be received by				
the EO after the application has been reviewed by the Securities				
Counsel I				
6. Monitoring Clearance		SEC Extension Office		
Additional Requirer	ment for Percentage of Ownership			
7. Stock and transfer book of the corporation (to be presented for		To be provided by the Applicant		
verification)				

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceeds to EO counter	Assists the client	None	1 hour	Officer of the Day
2.	Submits the requirements for pre-processing	Receives the application for - pre-processing.	None	2 hours	Securities Specialist II
		Verifies completeness of documentary requirements			
		2.1. If documents are complete:			
		2.1.1.Accepts documents for processing			
		2.2. If documents are incomplete:			
		Returns documents to clients for compliance			
		2.3. Advises the client when to follow up the application		15 minutes	
		2.4. Examines whether the documents submitted are complete in form and in substance.		5 working days	
		2.4.1.If application is complete and in order, the specialist			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prepares Payment Assessment Form			
	2.4.2. If application is for compliance, specialist prepares checklist of			
	deficiencies and informs and returns it to the applicant. Go to Step 1*			
3. Follow Up the Letter Request (1)	3. Checks the letter and forwards it to the Securities Specialist II	None	15 minutes	Officer of the Day
4. Receives the Payment Assessment Form	4. Give PAF to the client	None	30 minutes	Officer of the Day/ Securities Specialist II
Pays the corresponding filing fees	5. Receives and acknowledges payment	*PHP 1,040 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	15 minutes	Cashier
6. Submits complete application requirements for processing	Receives complete application requirement	None	30 minutes	Securities Specialist II
6.1. In case wherein the basis for certification is Audited Interim Financial Statements, submits the	6.1. Receives the Audited Interim Financial Statements	None	30 minutes	Receiving Officer
Audited Interim Financial			5 minutes	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Statements then proceeds to Step 6	6.2. Advises the client when to follow up the application		2 days	Securities Specialist II
	6.3. Examines the requirements submitted.		30 minutes	Securities Specialist II
	6.4. Prepares Certificate of Paid-up		30 minutes	Officer in Charge
	6.5. Signs the Certificate of Paid-up Capital			
7. Presents the Official Receipt to the Specialist II	7. Receives the Official Receipt	None	15 minutes	Securities Specialist II
Receives the duly signed Certificate of Paid-up Capital	Releases the signed Certificate of Paid-up Capital	None	15 minutes	Securities Specialist II
TOTAL		PHP 1,040.00 / copy	7 days, 6 hours and 50 minutes	

4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and Exchange Commission			
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover sheet		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Cover Sheet for Amendment.pdf		
2. Certificate of Increase	of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the		
		Revised Corporation Code (Sections 15 and 37)		
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with		
		Section 37 of the Revised Corporation Code		
4. Directors' certificate		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		Directors' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Directors_Certificate.pdf		
		Trustees' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Trustees_Certificate.pdf		
5. Amended Articles of In	•	To be prepared by the Company		
1	record as of date of meeting approving	To be prepared by the Company		
1	their nationalities and their respective			
· · · · · · · · · · · · · · · · · · ·	p capital on the present authorized capital			
	ath by the corporate secretary			
<u> </u>	on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following		
dispute		URL:		

		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at SEC website through the following
	subscribing shareholders	URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9.	i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year stamped received by BIR and SEC, if payment for subscription is already reflected therein)	To be provided by the company
	ii. SPECIAL AUDIT REPORT, if:	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
	a) listed companies;	at SEC website through the following URL:
	b) public companies defined in the Securities Regulation Code;	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	c) companies that offer or sell securities to the public;	
	d) companies with secondary license;	
	e) Where payment to subscription to the increase is more than P50,000,000.00	
	otherwise,	
	iii. SUBSCRIPTION CONTRACT executed under oath among	To be provided by the Company
	stockholder/s, treasurer and president for the corporation,	
	stating the number of additional shares subscribed to and paid for.	
	Note: Per Memorandum Circular No. 11 Series of 2016	
	iv. For RURAL BANKS:	Bangko Sentral ng Pilipinas
	a) Notarized Certification on payment for subscriptions to be	J J J J J J J J J J J J J J J J J J J
	signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP	

b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	
10. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance	SEC Extension Office
13. Others	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceeds to EO Counter and submits the requirements to the Counter Officer	Receives the application for - pre-processing 1.1. Forwards the application to an EO processor	None	30 minutes	Officer of the Day
		1.2. Advises the client when to follow up the application		30 minutes	Securities Specialist II/ Securities Counsel I
		Examines whether the documents submitted are complete in form and in substance.		7 working days	Securities Specialist II/ Securities Counsel I
		1.3.1.If application is complete and in order and compliant, the			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		specialist issues Payment Assessment Form			
		1.3.2. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			
2.	Receives the Payment Assessment Form	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	1 hour	Securities Specialist II/ Securities Counsel I
3.	Pays the filing fees	Receives and acknowledges payment	1. Amended Articles of Incorporation – PHP 1,010*	30 minutes	Cashier
			Plus		
			2. Increase of Capital Stock -		
			**For corporation with par value –		
			1/5 of 1% of the		
			increase in capital stock but not less		
			than PHP 3,000.00 or the subscription price of the subscribed		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		capital stock, whichever is higher		
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax of PHP		
		*Inclusive of LRF of PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
4. Proceeds to receiving counter and Submits complete application requirements for processing together with the validated PAF in 4 sets	4. Receives the complete application requirements and validated PAF 4.1. Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Support Staff	None	Within 2 days	Officer of the Day/ Receiving Officer/ Administrative Officer III
	4.2. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation			Administrative Officer III
	4.3. Signs and approves the application			Officer in Charge
	4.4. Forwards the approved application to the Releasing Officer/Desk			Administrative Officer III
5. Proceeds to EO Counter	5. Assists the client	None	10 minutes	Officer of the Day
6. Presents the Official Receipt to the Counter Officer	6. Receives the Official Receipt	None	30 minutes	Officer of the Day/ Releasing Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	7. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	30 minutes	Releasing Officer/Officer of the Day
TOTAL Articles of Incorporation TOTAL	Articles of Incorporation	1. Amended Articles of Incorporation – PHP 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per	9 days, 3 hours and 40 minutes	
		share but not less		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		than PHP 3,000.00 or		
		the issue value of		
		the subscribed		
		capital stock,		
		whichever is higher		
		3. LRF -equivalent to		
		1% of the computed		
		filing fee for		
		Increase of Capital		
		Stock but not less		
		than PHP 10.00		
		4. Documentary		
		Stamp tax of PHP		
		60.00		
		*Inclusive of LRF of		
		PHP 10.00		
		***For Corporations		
		with FIA Application		
		- Additional PHP		
		3,060, inclusive of		
		LRF of PHP 30.00		
		and DST of PHP		
		30.00		

5. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Offic	e or Division:	SEC Legazpi Extension Office (SEC-TEO)		
Class	sification:	Simple		
Type	of Transaction:	G2B – Government to Business		
Who	may avail:	All Domestic Corporations, and Licensed Fore	eign Corporations	
С	HECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
1. S	SEC FORM 2015-001 (1	Original)	SEC EO	
2 2	Monitoring Clearance (2.1. Primary Licenses 2.2. Lending 2.3. Foundation	1 photocopy)	SEC EO CGFD CGFD	
	•	Secondary Licenses, attach the Articles of Amended Articles of Incorporation, if any	Corporate Secretary or at www.secexpress.ph	
	or Partnerships, attac Amended Articles of Pa	h the Articles of Partnership or latest artnership, if any	Corporate Secretary or at www.secexpress.ph	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Follow procedure for request for monitoring and get monitoring clearance	Assists the client (procedure for request for regular monitoring of corporations is applied)	Refer to separate procedure for request for monitoring of corporation	Refer to separate procedure for request for monitoring of corporation	Refer to separate procedure for request for monitoring of corporation
2. Proceeds to EO Counter, Fill up and sign request form for	2. Receives application	None	10 minutes	Officer of the Day

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
certificate of no derogatory information and waits for the	2.1. Evaluate attachments		10 minutes	Securities Specialist II
processing of request OR party may submit his own Letter Request	2.2. Verifies the status of corporation through CIS-URDB.		10 minutes	
	2.2.1.If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	15 minutes	Securities Specialist II
	2.2.2.If not cleared in Certification Issuance System- Unified Reference Database (CIS- URDB), verify with the department who encoded the infraction.		30 minutes	Securities Specialist II
Receives the PAF and pays to the cashier.	Receives the machine validated Payment Assessment Form.	None	10 minutes	Cashier
	3.1. Prints the Certificate of No Derogatory Information through the CIS-URDB		15 minutes	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Reviews the application and signs the Certificate of No Derogatory Information.		15 minutes	Officer in Charge
4. Receives the certification	Seals the Certificate of No Derogatory Information with the SEC logo	None	10 minutes	Securities Specialist II
	4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.			
TOTAL		PHP 530.00	2 hours and 5 minutes	

6. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government; G2C – Government to Client; G2B – Government to Business		
Who may avail:	All Persons		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Signed Letter Request (1 original, 1 photocopy)		Requesting Party	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to EO Counter and fill-up and sign request form/give letter request for issuance of plain/authenticated copies of documents	Receives the request and forwards to concerned EO staff	None	15 minutes	Officer of the Day
2. Waits to process the request	Prepares the requested documents	None		Securities Specialist II
	2.1. *If plain copy, prints the documents	PHP 10.00 per page	10 minutes per document	
	2.2. **If authenticated copy, prints and stamps the documents		15 minutes per document	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Prepares the Payment Assessment Form (PAF)		15 minutes	
	2.4. If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit- making agencies, issues the PAF			
	2.5. For non-profit making agencies, do not issue a PAF			
	2.6. Signs the documents		10 minutes	Securities Specialist II
Receives the requested documents	Releases the requested documents	None	15 minutes	Securities Specialist II/ Officer of the Day
TOTAL		P10.00 per page	1 hour and 10 minutes	

7. Public Assistance and Complaint Action

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)		
Classification:	Simple		
Type of Transaction:	G2C- Government to Citizen		
Who may avail:	All		
CHECKL	WHERE TO SECURE		
None		None	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceeds to Public Assistance & Complaint Desk	1. Assists the client	None	5 minutes	Officer of the Day
2.	Presents concern/s, query or complaint	Renders advice depending on the nature of the concern/query; or	None	30 minutes	Officer of the Day
		2.1. Hands out the requested checklist of requirements, guidelines, or sample forms;		10 minutes	
		2.2. Refers to the appropriate EO staff/Office of the Director/OIC		10 minutes	

	2.3. Endorses written complaint to the Office of the EO Director and advises party to expect feedback within five (5) working days		5 minutes	
TOTAL		None	1 hour	

8. Registration of Corporations through OneSEC system

This service details the procedure on registration of corporations through the OneSEC system.

Office or Division:	SEC Legazpi Extension Office (SE	C-LEO)
Classification:	Simple	
Type of Transaction:	G2C – Government to Business	
Who may avail:	All natural persons	
	QUALIFICATIO	NS FOR THE SYSTEM
 Stock Corporat 	ion	Industry type:
-	rporators, subscribers	Agriculture, Fishery, Electric Generation, Hotel, Printing and
 No trade name 		Publishing, Holding Company, Hospital, Wholesale trading of
	ary purpose available in the	goods, Retail trading of goods, Construction, Advertising, Real
system		Estate, Management Consultancy, Land Transportation, Courier Services, BPO, Telecommunications, Gas station, Travel Agency,
•	subscribers are natural persons	Restaurant, Mining, Security Agency, Recruitment, Arrastre and
and Philippine residents		Stevedoring services, Film production, Logistics, IT/Software
economic zone	and business location not within	applications, Sea transportation, Air transportation, Cargo
Corporate term	is perpetual	consolidator, non-vessel operating common carrier, schools
	s with par value of not less than	
One Peso (Ph1)		
_	bscription in cash	
•	through online SEC Payment	
pPortal		
 System generat 	ed torms	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Apply online through the	None	None		
OneSEC Application system				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
through the SEC website at www.sec.gov.ph				
(Select the appropriate/preferred processing office)				
Download and print the following documents: a. Application Summary Form b. Cover Sheet c. Articles of Incorporation d. By-Laws e. Digital Certificate of Registration f. Payment Assessment Form & Proof of Payment				
Sign the Articles of Incorporation and By-Laws and have the Aritcles of Incorporation notarized				
4. Submit 3 originals (3 sets) of the foregoing documents (within 1 year from date of registration) to the selected processing office.				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Check if the documents are complete and issue corresponding certificate		Within 1 day	Administrative Officer III
TOTAL		None	Within 1 day	

9. Registration of Domestic Corporations through Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on registration of domestic corporations (whether One Person Corporation or OPC, corporations with less than five incorporators and/or corporations with 5 or more incorporators.

Classification: Simple Type of Transaction: G2C – Government to Client; G2B – Government to Business	
Type of Transaction: G2C – Government to Client; G2B – Government to Business	
Who may avail: All Natural and Juridical persons and their representatives	
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	
 Payment Assessment Form Proof of Payment Cover Sheet Articles of Incorporation (for OPC, stock and non-stock corporations) By-Laws (for stock and non-stock corporations) Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH *Please be informed to arrange in accordance with the order in the checklist and submit 3 sets, all original 	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Log-in to https://secwebapps.sec.gov.ph/application	1. None	None		Applicant/Registrant
2.	Fill-out all the details needed and submit online	 Whether name is approved or disapproved, the name verification officer assigns the application to a processor Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations 	None	10 minutes	Name Verification Officer
		2.2. If the application is approved, the processor uploads the Payment Assessment Form (PAF) to the system. If the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or the comments to the email of the applicant/registrant.		2 days	Processor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fees and	3. Receives and forwards the	For stock corporation	15 minutes	Administrative Officer III
submits the hard copies of	registration documents to a	based on the		
signed and notarized	processor	authorized capital		
documents		stock:		
	3.1. Processor reviews the	With par value: 1/5 of	30 minutes	Securities Counsel I
	documents submitted. If	1% of the authorized		
	approved, the	capital stock but not		
	registration documents	less than PHP 2,000		
	are forwarded to the	Without par value: 1/5 of 1% of the		
	Receiving Officer. If there are deficiencies,	authorized capital		
	the documents are	stock computed at		
	returned to the	PHP 100 per share		
	applicant/registrant.	but not less than PHP		
	application ogloration	2,000 or the issue		
		value of the		
		subscribed capital		
		stock whichever is		
		higher		
		By-Laws for both		
		stock and non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for non-		
		stock corporation:		
		PHP 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		PHP 3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 plus Php100.00 for name integration Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
Submits the proof of payment and documents	 4. Officially receives and stamps the hard copies of the registration application and forwards to the Administrative Assistant II for generation of the Certificate of Incorporation 4.1. Enters company name in the EO Masterlist and prints Certificate 	None	10-20 minutes	Receiving Officer
	4.2. Reviews and evaluates the application with supporting documents		Within 4 hours	Administrative Officer III
	4.2.1. If compliant, signs the Certificate		10 minutes	Officer in Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2.2. If non-compliant, returns documents to the processor, then to the party/client			
5. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Incorporation	5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minutes	Administrative Officer III/ Officer of the Day
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the	2 days, 5 hours and 35 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital		
		stock whichever is		
		higher		
		By-Laws for both		
		stock and non-stock		
		corporations: PHP		
		1,000		
		Articles of		
		Incorporation for		
		<u>non-stock</u>		
		corporation: PHP		
		1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		PHP 3,000.00		
		Company Name		
		Reservation: PHP		
		100.00		
		Each additional		
		trade name/s: PHP		
		100.00 plus		
		Php100.00 for name		
		integration		
		Documentary Stamp		
		<u>Tax</u> : PHP 30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not		
		less than Ten Pesos		
		(PHP 10.00)		

10. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All registered domestic corporations through	their Authorized Representatives
	, ,	,
 Copy of the Latest due amendments thereto (c Copy of the Latest due amendments thereto (c Copy of the Certificate filing of Amended Artic copies of the latest Art Copy of Registration of Book Copy of the latest Conf Other documents (per secretary's Certific General Information 	Financial Statements and any duly stamped received by BIR and SEC) General Information Sheet and any duly stamped received by SEC) of Incorporation and latest Certificate of cles or By-laws (if any) together with icles of Incorporation and By-laws f Stock and Transfer Book/Membership firmation of Payment (COP), if any monitorer's instructions) such as: eate explaining the double filing of in Sheet; eate of No Intra-Corporate Dispute;	WHERE TO SECURE To be provided by client Public Assistance and Complaint Desk/EO Counter
 Secretary's Certific Affidavit of the Corand the Same/Audi General Form for Frevenue/total asset (P5,000,000) 	ate (Clarification) porate Secretary (Anti-Dummy Law/One	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits completely filled-up "Request for Monitoring" and the required documents	Pre-evaluates required documents	None	10 minutes	Officer of the Day
the required documents	1.1. If documents are not complete, the same are returned together with the checklist of the requirements;			Officer in Charge
	1.2. If the documents are complete the request is accepted and assigned to monitoring staff/Data Analyst			Data Analyst
	1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh)	Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular	Within 6 days for ordinary corporation Within 9 days for other corporations	Data Analysts
	1.4. Reviews and signs the Monitoring Sheet Prepared by Data Analyst	No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess		Securities Specialist II Securities Specialist I Administrative Officer III
	1.5. Approves and signs the Monitoring Sheet	profits of corporation; Memorandum Circular No. 8, Series of 1998		Officer in Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(MC8-1998); and Office Order No. 298, Series of 2010		
Returns on assigned day, and if is agreeable to the findings presented, signs the Monitoring Sheet	2. Presents the findings to the applicant 2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing	None	15 minutes	Data Analyst/ Officer of the Day
Pays the assessed fines and penalties	Receives payment of assessed fines and penalties and issues official receipt	None	5 minutes	Cashier
TOTAL	1	Depends on assessed fines & penalties	6 to 9 days and 30 minutes	

11. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Business		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. If reports/reportorial requirements, bring 5 sets/copies (1 original, 4 photocopy). Otherwise, no other requirements needed.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client proceeds to the receiving and releasing counter of any Extension Office; gets queue number and waits to be called	1. Calls on the client's number	None	2 minutes	Officer of the Day/ Receiving Officer
1.1. Presents 5 sets/copies of documents	1.1. Encodes document, prints barcode page, and attached barcode page to each copy		3 minutes/doc	Receiving Officer/ Officer of the Day

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Claims 1 set for his file copy, with stamped received/barcode page	Retains 4 sets including original and returns 1 set to client		1 minute	Officer of the Day/ Receiving Officer
TOTAL		None	6 minutes	

12. Submission of Reports through the Online Submission Tool (OST)

This service details the procedure on online submission of reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), using the Online Submission Tool

Office or Division:	SEC Legazpi Extension Office (SEC-LEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Business		
Who may avail: Registered Corporations			
CHECKLIST OF REQUIREMENTS FOR		WHERE TO SECURE	
ENROLLMENT IN OST			
Board Resolution (Majority Signed) or		https://cifss-ost.sec.gov.ph/user/login	
Notarized Secretary's Certificate			
Submitted MC28 Report or General			
Information Sheet	Version 2020		

Enrollment in OST

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to https://cifss- ost.sec.gov.ph/user/login	None	None	5 minutes	None
For Company Registration, click on "Enroll as a Company"			20 minutes/doc	
For company filers with registered company, click on "Add Authorized Filer"			20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		None	45 minutes	

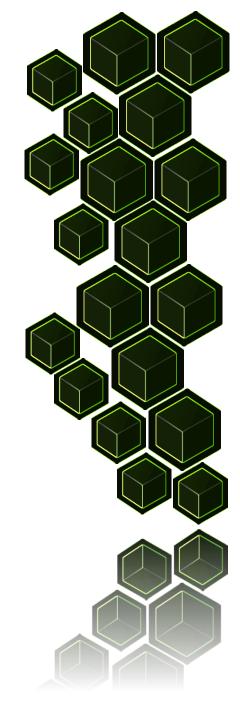
Submission of Reports thru OST

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Log in at OST with your username and password.	None	None	5 minutes	None
2.	Select "Forms Module" to upload the form/report in pdf. Click on "upload" button.			20 minutes/doc	
3.	Fill up the information based on the data in the uploaded form/report. Then click "submit"			20 minutes	
		Send initial acceptance email		1 minute	Automatic (System Generated)
		Conduct Quality review of the report submitted and send		Within 3 days	Head Office Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	acceptance notification to			
	client			
TOTAL		None	3 days & 46 minutes	

CEBU CITY
SEC - EXTENSION OFFICE

SEC Building, V. Rama Avenue, Guadalupe Cebu City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

Office or Division:	SEC Cebu Extension Offices			
Classification:	Simple and Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All registered domestic corporations through their Authorized Representatives			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) -1 set original and 3 sets photocopies		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of respective SEC EO or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/		
1. Amended Articles of Incorpora	tion/By-laws			
2. Directors` or Trustees` Certifice by majority of the directors or secretary, certifying (i) the amount of the vote of the directors or true members, (iii) the date and pla members` meeting; and (iv) the of the signatories which shall	trustees and the corporate endment of the Articles of ne amended provisions, (ii) stees and stockholders or ce of the stockholders` or e tax identification number			
Notarized Secretary`s Certific intra-corporate dispute	ate on no pending case of			
4. Monitoring Clearance		SEC Extension Office		

Additional Requirements

1. Endorsement from other government agencies, if applicable (1 original copy)

If the provision to be amended is the corporate name, submit:

- a. Name Verification Slip (1 original)
- b. Affidavit of a director, trustees or officer undertaking to change corporate name.(Not required if already stated in the AI)

If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:

a.) F-101

If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:

BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

- A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions Bangko Sentral ng Pilipinas
- B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
- C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
- D. PEZA locator Philipine Economic Zone Authority

Name verification slip may be secured manually through the Cebu Extension Office by the verifying officer;

May secure copy from the Public Assistance and Complaint Desk

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

a.) F-102

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If corporate name is for amendment:	Approves or denies proposed name/s or trade name/s	P100.00 per proposed corporate/trade name/s	10 minutes per application	Name Verification Officer
1.1. Fills out Name Verification Forms	1.1. Approves or denies		15 minutes per	
(Verifies, reserves or company name with or without trade name/s)	appeal for the proposed name/s or trade name/s		application	
1.2. If name is rejected, registrant may appeal for the proposed corporate name				
Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the requirements to the Counter Officer	Records the application for - pre-processing	None	1 minute	EO Frontline Staff Securities Counsel I
	3.1. For first time applicants, examines	None	20 minutes	EO Director/OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	if documents are			
	complete in form			
	3.1.1.If complete,			
	assigns the			
	application to a			
	Securities			
	Counsel I			
	3.1.2.If for compliance			
	prepares			
	checklist of			
	deficiencies and			
	informs and returns to client.			
	Go to Step 2			
	CO 10 GICP 2		2 hours	Securities Counsel I
	3.2. Advises the client		2 1104.10	
	when to follow up the			
	application			
			1 hour	EO Director/OIC
	3.3. Examines whether the			
	documents submitted are complete in form			
	and in substance.			
	and in dabotance.			
	3.3.1.If application is			
	complete and in			
	order, the			
	Securities			
	Counsel I			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submits it to EO			
	Director/OIC for			
	final review			
	0.0016			
	3.3.2.If application is			
	approved by the			
	Securities			
	Counsel,			
	forwards to SEC			
	Director/OIC for			
	final review			
	2.4 Deviews the			
	3.4. Reviews the			
	application			
	3.4.1.If compliant,			
	orders the			
	Counsel to stamp			
	okay for			
	payment.			
	Processor			
	informs client			
	that application			
	can be paid			
	San 50 paid			
	3.4.2.If not compliant,			
	returns the			
	application to the			
	Counsel. Go to			
	Step 3.1.3			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pays the filing fee	Receives and acknowledges payment	Filing Fees: Amendment of Articles of Inc. or By-laws: P1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+**+***+****) * Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00	5 minutes	SEC Cashier
		Documentary Stamp Taxes - P30.00 *Legal Research Fee- 1% of the Filing Fee for amendment (P10.00) **** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s ******Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Handling Fee of P20.00		
Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6. Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
	6.1. Prepares Certificate		20 minutes	EO Frontline Staff
	6.2. Signs and approves the application		15 minutes	EO Director/OIC
	6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7. Secures a number through the queuing system (Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8. Presents the Official Receipt to the Counter Officer	Receives the Official Receipt	None	1 minute	EO Frontline Staff
9. Receives the Certificate	9. Releases the Certificate 9.1. Encodes the details of the application in the system	None	10 minutes	EO Frontline Staff
TOTAL	•	Filing Fees:	5 hours and 40 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of		
		Articles of Inc. or By-		
		laws : P1,040.00		
		(*+**+***)		
		If Amendment of		
		Articles of Inc. and By-		
		laws: P2,080.00		
		(*+*+**+**+***)		
		* Amendment of		
		Articles of		
		Incorporation – P1,000.00 Amendment		
		The state of the s		
		of By-Laws – P1,000.00		
		F 1,000.00		
		**Documentary Stamp		
		Taxes - P30.00		
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment		
		(P10.00)		
		**** Amendment with		
		corporate/trade		
		names, with additional		
		P100.00 per reserved		
		corporate/trade		
		name/s		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		******Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
		Handling Fee of P20.00		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships

Office or Division:	SEC Cebu Extension Office	SEC Cebu Extension Office				
Classification:	Simple	Simple				
Type of Transaction:	G2B – Government to Business;G	G2C- Government to Client				
Who may avail:	All registered partnerships through	All registered partnerships through their Authorized Representatives				
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE				
Basic Requirements (1 set original and 3 sets photocopies) 1. Cover Sheet; and		May secure checklist of requirements and sample formats from the EO Public Assistance and Complaint Desk, Officer of the Day or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/				
2. Amended Articles of Part	nership	Any of the partners				
Additional Requirements						
Endorsement from other government agencies, if applicable (1 original)		 A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas D. PEZA locator – Philipine Economic Zone Authority 				
If the provision to be a submit:	mended is the partnership name,	Name verification slip may be secured manually through the Extension Office by the verifying officer;				
a. Name Verification Slip	(1 original)	May secure copy from the Public Assistance and Complaint Desk				

b. Affidavit of a partner to change partnership name.

(Not required if already stated in the AP) (1 original; 3 photocopies)

If the provision to be amended is the change of partners, submit:

a. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)

If provision for amendment is to have foreign equity of a registered partnership, submit:

a.) F-106

If provision for amendment is to further increase the foreign equity of a registered partnership, submit:

a.) F-107

May secure copy from the Public Assistance and Complaint Desk

Assignee and Assignor Partners

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If partnership name is for amendment: Fills out Name Verification Form (Verifies, reserves or company)	 Approves or denies proposed name/s or trade name/s 	P100.00 per proposed partnership/trade name/s	10 minutes per application	Name Verification Officer

CLIE	ENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
name/s) 1.1. If name registra	or without trade e is rejected, ant may appeal for oposed partnership	1.1. Approves or denies appeal for the proposed name/s or trade name/s		15 minutes per application	
Secures a queuing sy	number through the stem	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
3. Submits the Counter Of	e requirements to the fficer	Records the application for -pre-processing	None	1 minute	
		3.1. For first time applicants, examines if documents are complete in form		20 minutes	EO Frontline Staff Securities Counsel I EO Director/OIC
		3.1.1.If complete, assigns the application to a Securities Counsel I			
		3.1.2.If for compliance, prepares checklist of deficiencies and informs and			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	returns to client. Go to Step 2			
	3.2. Advises the client when to follow up the application	None	1 hour	
	3.3. Examines whether the documents submitted are complete in form and in substance.			
	3.3.1.If application is complete and in order, the Securities Counsel I submits it to EO Director/OIC for final review			
	3.3.2.If application is approved by the Securities Counsel, forwards to SEC Director/OIC for final review			
		None	1 hour	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4. Reviews the application 3.4.1.If compliant, orders the Counsel to stamp okay for payment. Processor informs client that application can be paid 3.4.2.If not compliant, returns the application to the Counsel. Go to Step 3.1.3			
4. Pays the filing fee	4. Receives and acknowledges payment	Filing Fees: Amendment of Articles Partnership: P2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00 ***Legal Research Fee-	5 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1% of the Filing Fee		
		for amendment		
		(P20.00)		
		**** Amendment with		
		partnership/trade		
		names, with additional		
		P100.00 per reserved		
		corporate/trade		
		name/s		
		*****Amendment with		
		Deed of Assignment of		
		Partner's Interest –		
		P2,000.00 per Deed		
		******Amendment of		
		Partnership with		
		Increase in Capital –		
		1/5 of 1% of the		
		Partnership's Capital		
		but not less than		
		P2,000.00		
		******Amendment by		
		increasing foreign		
		equity FIA forms		
		(P3,000.00 with LRF		
		of P30.00)		
		·		
		Handling Fee of		
		P20.00		
5. Secures a number through the	Calls the number	None	1 minute	EO Frontline Staff
queuing system (Receiving)	through the system			
	and assists the client			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status.	None	30 minutes	EO Receiving Unit
	6.1 Prepares Certificate.	None	20 minutes	EO Frontline Staff
	6.2 Signs and approves the application.	None	30 minutes	EO Director/OIC
	6.3 Forwards the approved application to the Releasing Unit	None	30 minutes	EO Frontline Staff
7. Secures a number through the queuing system (<i>Releasing</i>)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8. Presents the Official Receipt to the Counter Officer	Receives the Official Receipt	None	1 minute	EO Frontline Staff
9. Receives the Certificate	9. Releases the Certificate 9.1 Encodes the details of the application in the system	None	10 minutes	EO Frontline Staff
TOTAL	· •	Filing Fees: Amendment of Articles Partnership: P2,050.00 (*+**+***)	4 hours and 55 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amended Articles of		
		Partnership		
		**Documentary		
		Stamp Taxes -		
		P30.00		
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment		
		(P20.00)		
		**** Amendment with		
		partnership/trade		
		names, with		
		additional P100.00		
		per reserved		
		corporate/trade name/s		
		*****Amendment with		
		Deed of Assignment		
		of Partner's Interest		
		- P2,000.00 per Deed		
		******Amendment of		
		Partnership with		
		Increase in Capital –		
		1/5 of 1% of the		
		Partnership's Capital		
		but not less than		
		P2,000.00		
		******Amendment by		
		increasing foreign		
		equity FIA forms		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(P3,000.00 with LRF of P30.00)		
		Handling Fee of P20.00		

3. Cash or Stock Dividends

This service details the procedure on request for acknowledgment of cash or stock dividend declaration.

Office or Division:	SEC Cebu Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and Exchange Commission excluding publicly listed companies			
CHEC	KLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover sheet		EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2019/03/2019 regularcoversheet.doc		
2. Audited Financial St received by SEC and B	atements as of the last fiscal year stamped IR	Company's record		
3. Reconciliation of Re	tained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf		
	's Certificate of the Board Resolution as to iated retained earnings to unappropriated plicable	Company's Corporate Secretary		
5. Secretary's Certifica dispute	te on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf		
6. Monitoring Clearance	e	SEC Extension Office		
FOR CASH DIVIDEND				
1	ath by the Corporate Secretary on the board declaring cash dividends	To be provided by the Company		
FOR STOCK DIVIDEND				
declaration of stock div	ath by the Corporate Secretary on the ridends by majority of the directors and the ting 2/3 of the outstanding capital stock	To be provided by the Company		

8. List of stockholders with their respective subscribed capital stock as of the date of meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary	To be provided by the Company
9. Analysis of capital structure certified under oath by the Treasurer	EO Public Assistance
10. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record (item 8) is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct	To be provided by the Company

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
		2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to			
		client. Go to Step 1			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
	 2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review 2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review 2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and 		14 working days	Securities Specialist II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC
	2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid 2.4.2.If not compliant,			
	returns the application to the specialist. Go to Step 2.3.3			
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	If amount of Cash /Stock dividend declared by Corporation whose	10 minutes	EO Cashier

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			securities are not listed is:		
			Up to PHP 50,000,000 – PHP 510.00*		
			Over PHP 50,000,000 – PHP1,010*		
			*Inclusive of Legal Research Fee of PHP 10.00		
			Handling Fee – P20.00		
5.	Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6.	Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
		6.1. Prepares acknowledgment letter and submits to EO Director/OIC together with		20 minutes	Securities Specialist II

10	TAL			If amount of Cash /Stock dividend declared by Corporation whose securities are not listed is:	19 days, 2 hours and 41 minutes	
			9.1. Encodes the details of the application in the systems			
9.	Receives the duly signed Acknowledgment letter	9.	Releases the duly signed Acknowledgment letter	None	10 minutes	EO Frontline Staff
8.	Presents the Official Receipt to the Counter Officer	8.	Receives the Official Receipt	None	1 minute	EO Frontline Staff
7.	Secures a number through the queuing system (Releasing)	7.	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
			6.4. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
			6.3. Signs and approves the acknowledgment letter		30 minutes	EO Director/OIC
			6.2. Complete application requirements			
	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Up to PHP 50,000,000 – PHP 510.00*		
		Over PHP 50,000,000 – PHP1,010*		
		*Inclusive of Legal Research Fee of PHP 10.00		
		Handling Fee – P20.00		

4. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership

Office or Division:	SEC Cebu Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Partnerships and Corporations duly recorded	d and registered at Securities and Exchange Commission, respectively.		
CHEC	KLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished re	equest form	To be provided by the Company		
Secretary showing the	certified under oath by the Corporate present capital structure of the Company s, nationality, no. of shares and amount paid-up capital)	To be provided by the Company		
3. Secretary's Certificat dispute	te on non-existence of intra-corporate	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf		
4. Audited Financial Stareceived by SEC and Bl	atements as of the last fiscal year, stamped IR	To be provided by the Applicant		
payment/s to unpaid su shares out of the uniss infusion made after the	ncial Statements, in case there is/are abscription/s or additional issuance of ued authorized capital stock thru cash fiscal year or after the approval of the k not covered by item 4	External Auditor to be engaged by the Company		
6. Monitoring Clearance		SEC Cebu Extension Office		
Additional Requirement	t for Percentage of Ownership			
7. Stock and transfer be verification)	ook of the corporation (to be presented for	To be provided by the Applicant		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
	pro processing	2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
		2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
		Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II
		2.3.1.If application is complete and in order, the specialist			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prepares report and forwards to EO Director/OIC for final review			
	2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC
	2.4.1.If compliant, orders the specialist to stamp ok for payment. Processor informs client that application can be paid			
	2.4.2.If not compliant, returns the application to the			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		specialist. Go to Step 2.3.3			
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4.	Pays the filing fees	Receives and acknowledges payment	*PHP 1,040 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 Handling Fee – P20.00	10 minutes	EO Cashier
5.	Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6.	Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
		6.1. Prepares Certification of capital and submits to EO Director/OIC together with		20 minutes	Securities Specialist II

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			complete application requirement			
			6.2. Signs and approves the certification		30 minutes	EO Director/OIC
			6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7.	Secures a number through the queuing system (Releasing)	7.	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8.	Presents the Official Receipt to the Counter Officer	8.	Receives the Official Receipt	None	1 minute	EO Frontline Staff
9.	Receives the duly approved certification	9.	certification	None	10 minutes	EO Frontline Staff
			9.1. Encodes the details of the application in the systems			
TO	TAL			*PHP 1,040 per copy	19 days, 2 hours and 41 minutes	
				*Inclusive of Legal Research Fee of PHP 10.00 and		
				Documentary Stamp Tax of PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Handling Fee – P20.00		

5. Confirmation of Valuation

This service details the procedure on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of the following:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furniture / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Office or Division:	SEC Cebu Extension Office		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities a	nd Exchange Commission	
CHECKL	LIST OF REQUIREMENTS	WHERE TO SECURE	
BAS	SIC REQUIREMENTS		
1. Letter request confirm	ning the valuation;	To be provided by the company.	
2. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares		To be provided by the Company	
of stock			
3. List of stockholders w	vith the nationalities, amount subscribed	To be provided by the Company.	
and paid up and the subscribers to the new shares certified under oath by the Corporate Secretary.			
Notarized Secretary's Certificate certifying that all non- subscribing stockholders waived their respective pre-emptive		EO Public Assistance or Downloadable at SEC website through the following URL:	

rights or attesting on the resolution by the stockholders	https://www.sec.gov.ph/wp-
representing at least 2/3 of the outstanding capital stock	content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
approving the issuance of shares in exchange for property or	
previously incurred indebtedness	
5. Secretary's Certificate on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following URL:
dispute	https://www.sec.gov.ph/wp-
'	content/uploads/2019/11/Secretarys Certificate NonExistence Corp Dispute.pdf
6. If the foreign equity is increased to more than 40%,	Downloadable at SEC website through the following URL:
compliance with registration under Foreign Investments Act***	https://www.sec.gov.ph/forms-and-fees/primary-registration/
J	Look for registered corporations increasing its foreign equity to more than 40% (F-
	101)
7. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
8. Monitoring Clearance	SEC Extension Office
ADDITIONAL REQUIREMENTS	OLO EXIGNOION ONIO
·	
depending on the mode of payment	
9. Conversion of Advances / Liabilities to Equity	
9.1. Audited Financial Statements (AFS) as of the last fiscal	To be provided by the company
year stamped received by BIR and SEC (if the advances	
are already reflected therein)	
9.2. A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on
verification of the advances to be converted to equity, if	on-site verification of financial records relative to certain applications filed with the
not reflected in item 9.1	Commission - downloadable at SEC website through the following URL:
	https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
9.3. Deed of Assignment of advances / liabilities	To be provided by the Company
10. Land, buildings / condominium units	
10.1. Detailed schedule of property showing the registered	To be provided by the Applicant.
owner, location, area, TCT/CCT no., tax declaration	
number and the basis of transfer value (market value,	
assessed value or zonal value) certified by the	
company accountant	
10.2. Copy of TCT/CCT electronically certified and issued by	To be provided by the Applicant.
10.2. Copy of 101/001 electronically certified and issued by	To be provided by the Applicant.

Register of Deeds and tax declaration sheet certified	
Assessor's Office	
10.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
10.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
10.5. Deed of Assignment	To be provided by the Applicant.
10.6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
10.7. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
10.8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
10.9. Affidavit of undertaking by an officer of the corporation	To be provided by the Applicant.
to submit the required proof of transfer within the prescribed period	For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
11. Untitled Lands	ntpo://www.ooo.gov.phimo zo to/ooo momorandam oirodial no 11 zi
11.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.
11.2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
11.3. Latest realty tax receipts	To be provided by the Applicant.

11.4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
11.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.
11.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated	To be provided by the Applicant.
 11.7. Affidavit executed by the transferor attesting to the: 11.7.1. Existence (or non-existence) of easements over the untitled property 11.7.2. Kind/description of the easement and its location 11.7.3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 	To be provided by the Applicant.
11.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital	To be provided by the Applicant.
11.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 11.9.1. There is no other claimant to the untitled land 11.9.2. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or 11.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.
11.10. Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.
11.11. Detailed schedule of the property showing its	To be provided by the Applicant.

	registered owner, location, area, tax declaration	
	number and the basis of transfer value (market value/	
	assessed value / zonal value or appraised value)	
11.12.	Latest zonal valuation certified by BIR, if transfer value	To be provided by the Applicant.
	is based on zonal value	
11.13.	Appraisal report by a licensed real estate appraiser, if	To be provided by the Applicant.
	transfer value is based on appraised value (not more	
	than 6 month old)	
	Deed of Assignment	To be provided by the Applicant.
11.15.	Affidavit of undertaking to submit certified true copy of	To be provided by the Applicant.
	the original certificate of title in the name of the	
	transferee-corporation within one (1) year from the	
10.1	date of receipt of the approval of the application	
	tories / Furniture / Personal Properties	
12.1.	Detailed schedule of property showing the description	To be provided by the Applicant.
	and the basis of transfer value (market value or book	
	value) certified by the company accountant	
12.2.		To be provided by the Applicant.
	verification and valuation of property, if transfer value	
40.0	is based on book value	T 1 11 (1 A P (
12.3.	Deed of Assignment	To be provided by the Applicant.
40 11		
	equipment and machinery	
13.1.	Detailed schedule of the property showing the	To be provided by the Applicant.
	description and the transfer value certified by the	
10.0	company accountant	
13.2.	Appraisal report by a licensed appraiser (not more	To be provided by the Applicant.
	than 6 month old). If the property is imported,	
	valuation report with description of the property) by	
40.0	the Bangko Sentral Ng Pilipinas.	To be associated by the Applicant
13.3.	Deed of Assignment	To be provided by the Applicant.

	Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
14. Share	s of Stock	
	Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
14.2.	Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
14.3.	Deed of Assignment	To be provided by the Applicant.
14.4.	Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
14.5.	Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.
14.6.	Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.
14.7.	Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
15. Motor	Vehicles	
15.1.	Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.
15.2.	Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.

15.3.	Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the Applicant.
15.4.	Deed of Assignment	To be provided by the Applicant.
	Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
	Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.
	essel / Aircraft	
16.1.	Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.
16.2.	Certified true copy of the certificate of ownership	To be provided by the Applicant.
16.3.	Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the Applicant.
16.4.	Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
16.5.	Deed of Assignment	To be provided by the Applicant.
16.6.	Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
17. Intang	gibles	
	Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
17.2.	Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant

17.3.	Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	To be provided by the Applicant
17.4.	Deed of Assignment	To be provided by the Applicant
17.5.	Affidavit of undertaking by an officer of the company	To be provided by the Applicant.
	to submit proof of transfer of ownership within the prescribed period	For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:
		https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
18. Net A	ssets	
18.1.	corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant
18.2.	Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant
18.3.	Long-form audit report of item no. 18.2	To be provided by the Applicant
18.4.	Deed of Assignment of the assets and liabilities	To be provided by the Applicant
18.5.	List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors	To be provided by the Applicant
18.6.	Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the Applicant
18.7.	Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the Applicant
18.8.	Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office	To be provided by the Applicant
18.9.	Photocopy of stock certificates (present original for verification)	To be provided by the Applicant

18.10.	DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
18.11.	Affidavit of undertaking by an officer of the	To be provided by the Applicant.
	corporation to submit the required proof of transfer	For guidance, please refer to Memorandum Circular No. 14 series of 2013
	within the prescribed period	downloadable at SEC website through the following URL:
		https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
		For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
		2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review 2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review 2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3 		14 working days	Securities Specialist II Securities Counsel I
			5 working days	EO Director/OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Reviews the final report and the documents submitted			
	2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid 2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3			
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than PHP 3,000.00	10 minutes	EO Cashier

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00		
				3. Documentary Stamp tax of PHP 30.00 ***For		
				Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
				Handling fee – P20.00		
5.	Secures a number through the queuing system (Receiving)	5.	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6.	Submits complete application requirements	6.	Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.1. Prepares Certificate		20 minutes	EO Frontline Staff
	6.2. Signs and approves the application		30 minutes	EO Director/OIC
	6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7. Secures a number through the queuing system (Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8. Presents the Official Receipt to the Counter Officer	8. Receives the Official Receipt	None	1 minute	EO Frontline Staff
9. Receives the duly approved certificate	9. Releases the duly approved certificate9.1. Encodes the details of the application in the systems	None	10 minutes	EO Frontline Staff
TOTAL		1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than PHP 3,000.00	19 days, 2 hours and 41 minutes	
		2. LRF - equivalent to 1%		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of the computed filing fee Confirmation of valuation but not less than PHP 10.00		
		3. Documentary Stamp tax of PHP 30.00 ***For Corporations with FIA Application -		
		Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
		Handling fee – P20.00		

6. Creation of Additional Paid-in Capital (APIC)

This service details the procedure on application for creation of Additional Paid-In Capital (APIC) through:

- 1. Conversion of advances/liabilities to equity
- 2. Land, building / condominium units
- 3. Untitled Lands
- 4. Inventories / Furnitures / Personal Properties
- 5. Heavy equipment and machinery
- 6. Shares of stock
- 7. Motor Vehicle
- 8. Sea vessel / aircraft
- 9. Intangibles
- 10. Net assets

Office or Division:	SEC Cebu Extension Office		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities and	Exchange Commission	
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE	
BA	SIC REQUIREMENTS		
1. Letter request to crea	te APIC signed by the Company's officer	To be provided by the Company	
2. Certification under oath by the Corporate Secretary on the board		To be provided by the Company	
resolution approving			
	of record as of date of Board of Directors	To be provided by the Company.	
	e creation of APIC indicating their		
	respective subscribed and paid-up capital		
	y the Corporate Secretary		
4. Secretary's Certificate on non-existence of intra-corporate		EO Public Assistance or	
dispute		Downloadable at SEC website through the following URL:	
		https://www.sec.gov.ph/wp-	
		content/uploads/2019/11/Secretarys Certificate NonExistence Corp Dispute.pdf	

5.	Monitoring Clearance	SEC Extension Office
	ADDITIONAL REQUIREMENTS depending on the mode of payment	
6.	Conversion of Advances / Liabilities to Equity	
	6.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the company
	6.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 6.1	For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
	6.3 Deed of Assignment of advances / liabilities	To be provided by the Company
7.	Land, buildings / condominium units	
	7.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant	To be provided by the Applicant.
	7.2 Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified by Assessor's Office, respectively	To be provided by the Applicant.
	7.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
	7.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
	7.5 Deed of Assignment	To be provided by the Applicant.
	7.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.

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	7.7	For assignment of buildings where assignor is not the	To be provided by the Applicant.
		owner of the land, submit the lease contract on the land	
		and consent of the land owner to the transfer	
	7.8	Certification from the transferor stating that the	To be provided by the Applicant.
		improvements are existing and in good condition	
	7.9	Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
		submit the required proof of transfer within the prescribed	For guidance, please refer to Memorandum Circular No. 14 series of 2013
		period	downloadable at SEC website through the following URL:
			https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
8.	Unt	itled Lands	
	8.1	Certification of the Barangay Chairman where the property	To be provided by the Applicant.
		is located, and at least two (2) adjoining property owners	
		or possessors, attesting that the subject land had been in	
		the possessor's open, peaceful, continuous and	
		uninterrupted exclusive possession in the concept of an	
		owner for at least thirty (30) years and the possessor had	
		introduced improvements thereon, if any	
	8.2	Duplicate original or certified true copies of the tax	To be provided by the Applicant.
		declaration sheets	
	8.3	Latest realty tax receipts	To be provided by the Applicant.
	8.4	Affidavit by the transferor attesting continuous and open	To be provided by the Applicant.
		possession of the property is located	
	8.5	Affidavit of Non-Tenancy executed by Barangay Chairman	To be provided by the Applicant.
		of place where the property is located	
	8.6	Duplicate original or certified true copies of any deed,	To be provided by the Applicant.
		conveyance, mortgage, lease or other voluntary instrument	
		affecting the property recorded in the Register of Deeds for	
		the province of city where the land is situated	
	8.7	Affidavit executed by the transferor attesting to the:	To be provided by the Applicant.
		a. Existence (or non-existence) of easements over the	
		untitled property	
		b. Kind/description of the easement and its location	

c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	
8.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital	To be provided by the Applicant.
8.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.
8.10 Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.
8.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)	To be provided by the Applicant.
8.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
8.13 Appraisal report by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
8.14 Deed of Assignment	To be provided by the Applicant.
8.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application	To be provided by the Applicant.
9. Inventories / Furniture / Personal Properties	
9.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the Applicant.

9.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
9.3 Deed of Assignment	To be provided by the Applicant.
10. Heavy equipment and machinery	
10.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.
10.2 Appraisal report by licensed appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.	To be provided by the Applicant.
10.3 Deed of Assignment	To be provided by the Applicant.
10.4 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
11. Shares of Stock	
11.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
11.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
11.3 Deed of Assignment	To be provided by the Applicant.
11.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
11.5 Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.

11.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.			
11.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/			
12. Motor Vehicles				
12.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.			
12.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.			
12.3 Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the Applicant.			
12.4 Deed of Assignment	To be provided by the Applicant.			
12.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/			
12.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.			
13. Sea Vessel / Aircraft				
13.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.			
13.2 Certified true copy of the certificate of ownership	To be provided by the Applicant.			

13.3 Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the Applicant.		
13.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.		
13.5 Deed of Assignment	To be provided by the Applicant.		
13.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/		
14. Intangibles			
14.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant		
14.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant		
14.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	To be provided by the Applicant		
14.4 Deed of Assignment	To be provided by the Applicant		
14.5 Affidavit of undertaking by an officer of the company to	To be provided by the Applicant.		
submit proof of transfer of ownership within the prescribed period	For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/		
15. Net Assets			
15.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant		
15.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant		
15.3 Long-form audit report of item no. 21.2	To be provided by the Applicant		
15.4 Deed of Assignment of the assets and liabilities	To be provided by the Applicant		

15.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors	To be provided by the Applicant
15.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the Applicant
15.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the Applicant
15.8 Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office	To be provided by the Applicant
15.9 Photocopy of stock certificates (present original for verification)	To be provided by the Applicant
15.10 DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
15.11 Affidavit of undertaking by an officer of the corporation	To be provided by the Applicant.
to submit the required proof of transfer within the prescribed period	For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing		1 minute	EO Frontline Staff
	2.1. For first time applicants, examines if documents are complete in form		20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.1.If complete, assigns the application to a Securities Specialist			
	2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
	2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
	Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I
	2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
	2.3.2.If application is approved by the Securities Counsel, forwards to SEC			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Director/OIC for final review 2.3.3.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3 2.4. Reviews the final report and the documents submitted 2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid 2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3		5 working days	EO Director/OIC
Prepares follow-up slip (form is available at the	Receives the follow-up slip, prepares the application and	None	5 minutes	EO Frontline Staff

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Guard) and submits to Counter Officer after client signifies intent to pay	corporate folders and forwards it to the cashier			
4.	Pays the filing fees	Receives and acknowledges payment	1. Creation of APIC – 1/5 of 1% of the amount infused but not less than PHP 5,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00 3. Documentary Stamp tax of PHP 30.00 Handling fee – P20.00	10 minutes	EO Cashier
5.	Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6.	Submits complete application requirements	Receives the complete application requirements and	None	30 minutes	EO Receiving Unit

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			advises the client when to follow up its status		00 : 1	EO E O
			6.1. Prepares Certificate		20 minutes	EO Frontline Staff
			6.2. Signs and approves the		30 minutes	EO Director/OIC
			application 6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7.	Secures a number through the queuing system (Releasing)	7.	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8.	Presents the Official Receipt to the Counter Officer	8.	Receives the Official Receipt	None	1 minute	EO Frontline Staff
9.	Receives the duly approved certificate	9.	Releases the duly approved certificate 9.1. Encodes the details of the	None	10 minutes	EO Frontline Staff
TOTAL application in the systems		1. Creation of APIC – 1/5 of 1% of the amount infused but not less than PHP 5,000.00	19 days, 2 hours and 41 minutes			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. LRF - equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00		
		3. Documentary Stamp tax of PHP 30.00		
		Handling fee – P20.00		

7. Decrease of Capital Stock

This service details the procedure on application for Decrease of Capital Stock.

If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring. Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Cebu Extension Office			
Classification:	Highly Technical			
Type of	G2B – Government to Business			
Transaction:				
Who may avail:	Corporations duly registered at Securities and Ex	change Commission		
CHI	ECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover sheet		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
	content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf			
2. Certificate of De	crease of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the		
		Revised Corporation Code (Sections 15 and 37)		
3. Directors' certifi	cate	EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		Directors' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Directors_Certificate.pdf		
4. Amended Article	es of Incorporation	To be prepared by the Company		
5. List of stockhold	ders showing the names, nationalities and	To be prepared by the Company		
stockholdings b	efore and after the decrease, as certified by			
the corporate s	ecretary			
6. Audited Financia	al Statements (AFS) as of the last fiscal year	To be provided by the company		
stamped receive	d by BIR and SEC			
7. Long-form audit	report of item no. 6, if with return of capital	To be provided by the company		

8.	List of creditors (if it involves return of capital) certified by the auditor or certified under oath by the company accountant and	To be provided by the company
	written consent of each creditor	
9.	Publisher's affidavit of the publication of the decrease of	Publisher of a newspaper of general circulation.
	capital (once in a newspaper of general circulation)	
10.	Secretary's Certificate on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following
	dispute	URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
11.	Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12.	Monitoring Clearance	SEC Extension Office

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
		2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2.If for compliance, prepares checklist of deficiencies and			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	informs and returns to client. Go to Step 1			
	2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
	2.3. Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I
	2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
	2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			
	2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC
	2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid			
	2.4.2.If not compliant, returns the application to the specialist. <i>Go to Step</i> 2.3.3			
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	1. Decrease of Capital Stock *	10 minutes	EO Cashier

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			1.1 If return of capital – PHP 5,000.00		
			1.2 All others – PHP 3,000.00		
			2. Amended Articles of Incorporation – PHP 1,000.00*		
			*plus Legal Research Fee (LRF) 1% of computed filing fee but not less than PHP 10.00 and documentary stamp tax of PHP		
			30.00 Handling fee – P20.00		
5.	Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6.		Receives the complete application requirements and	None	30 minutes	EO Receiving Unit

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			advises the client when to follow up its status		20.1.1	
			6.1. Prepares Certificate	None	20 minutes	EO Frontline Staff
			6.2. Signs and approves the application	None	30 minutes	EO Director/OIC
			6.3. Forwards the approved application to the Releasing Unit	None	30 minutes	EO Frontline Staff
7.	Secures a number through the queuing system (Releasing)	7.	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8.	Presents the Official Receipt to the Counter Officer	8.	Receives the Official Receipt	None	1 minute	EO Frontline Staff
9.	Receives the duly approved certificate	9.	Releases the duly approved certificate	None	10 minutes	EO Frontline Staff
			9.1. Encodes the details of the application in the systems			
ТО	TAL			1. Decrease of Capital Stock *	19 days, 2 hours and 41 minutes	
				1.1 If return of capital – PHP 5,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.2 All others – PHP 3,000.00		
		2. Amended Articles of Incorporation – PHP 1,000.00*		
		*plus Legal Research Fee (LRF) 1% of computed filing fee but not less than PHP 10.00 and documentary stamp tax of PHP 30.00		
		Handling fee – P20.00		

8. Dissolution

This service details the procedure on application for dissolution of domestic corporation, whether stock or non-stock.

Office or Division:	SEC Cebu Extension Office				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business				
Who may avail:	Corporations duly registered at Securities and Exchange Commission				
CHECK	KLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Cover sheet		EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf			
	cate for Stock Corporation / Trustee's on-stock corporation	EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf			
3. Amended Article	es of Incorporation	To be prepared and provided by the Company			
i. Where the applicant has year, it shall submit: a) Audited Financial Stoperation; and	al Statements as of the last fiscal year and by SEC and BIR, EXCEPT as ceased operations for at least one (1) tatements as of the last fiscal year of eration certified under oath by the President	To be provided by the Company			

ii Whara the applicant has no appretion since incomparation it shall	
ii. Where the applicant has no operation since incorporation, it shall	
submit:	
_ a) Balance Sheet certified under oath by the Treasurer and	
President;	
b) Affidavit of non-operation certified under oath by the President	
and Treasurer;	
c) Certificate of non-registration issued by the BIR	
iii. Where the applicant is a stock corporation with paid-up of less	
than P50,000, it shall submit its Balance Sheet as of last preceding	
fiscal year certified under oath by the President and Treasurer	
iv. Where the applicant is a non-stock corporation with gross	
receipts of less than P100,000 or a total assets of less than	
P500,000, it shall submit its Balance Sheet as of last preceding	
fiscal year certified under oath by the President and Treasurer	
5. Certification under oath by the President and Treasurer	To be prepared and provided by the Company
certifying that:	
i. the dissolution is not prejudicial to the interest of the creditors;	
and	
ii. there is no opposition from any creditors from the time of the last	
publication of the notice of dissolution up to the filing of the	
application for dissolution with the Commission	
6. BIR Tax Clearance Certificate	BIR
7. Publisher's Affidavit of publication of notice of dissolution	Publisher of a newspaper of general circulation
(once a week for three [3] consecutive weeks)	J. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
8. Secretary's Certificate on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following
dispute	URL: http://www.sec.gov.ph/wp-
•	content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
9. Endorsement/Clearance from other departments or other	
government agencies, if applicable	
· 11	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
	pro processing	2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
		2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
		2.3. Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I
		2.3.1.If application is complete and in order, the specialist			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prepares report and submits it to Securities Counsel for review			
	2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			
	2.3.3.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC
	2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	client that application can be paid 2.4.2. If not compliant, returns the application to the specialist. <i>Go to Step</i> 2.3.3	None		
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	If Stock Corporation – PHP 1,040* If Non-Stock Corporation – PHP 540.00* *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 Handling fee –	10 minutes	EO Cashier
		P20.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
th	Secures a number through ne queuing system Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
	Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
		6.1. Prepares Certificate		20 minutes	EO Frontline Staff
		6.2. Signs and approves the application		30 minutes	EO Director/OIC
		6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
th	Secures a number through he queuing system Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
R	Presents the Official Receipt to the Counter Officer	8. Receives the Official Receipt	None	1 minute	EO Frontline Staff
9. R	Receives the duly approved certificate	Releases the duly approved certificate	None	10 minutes	EO Frontline Staff
		9.1. Encodes the details of the application in the systems			
TOTA	AL		If Stock Corporation – PHP 1,040*	19 days, 2 hours and 41 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		If Non-Stock Corporation – PHP 540.00*		
		*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00		
		Handling fee – P20.00		

9. Equity Restructuring

This service details the procedure on application for equity restructuring.

Office or Division:	SEC Cebu Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and E	Exchange Commission		
CHEC	CKLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Letter request to u	ndergo equity restructuring signed by the	To be provided by the Company.		
Company's Officer				
	oath by the Corporate Secretary on the	To be provided by the Company.		
board resolution a	pproving the equity restructuring plan			
	Statements (AFS) as of the last fiscal year	To be provided by the company		
stamped received	by BIR and SEC			
4. Secretary's Certific	cate on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following URL:		
dispute		http://www.sec.gov.ph/wp-		
content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf				
5. Endorsement/Clea	rance, if applicable	Respective SEC Department/s or other regulatory Government Agencies		
6. Monitoring Clearar	nce	SEC Extension Office		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. For first time applicants, examines if documents are complete in form		20 minutes	
	2.1.1.If complete, assigns the application to a Securities Specialist			
	2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
	2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
	2.3. Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I
	2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3.2. If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			
	2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report		5 working days	EO Director/OIC
	2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid			
	2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	1. Equity Restructuring – PHP 5,080.00* *Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00 Handling Fee – P20.00	10 minutes	EO Cashier
5. Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
	6.1. Prepares Certificate		20 minutes	EO Frontline Staff
	6.2. Signs and approves the application		30 minutes	EO Director/OIC
			30 minutes	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3. Forwards the approved application to the Releasing Unit			
7. Secures a number through the queuing system (Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8. Presents the Official Receipt to the Counter Officer	8. Receives the Official Receipt	None	1 minute	EO Frontline Staff
9. Receives the duly approved certificate	9. Releases the duly approved certificate 9.1. Encodes the details of the application in the systems	None	10 minutes	EO Frontline Staff
TOTAL		1. Equity Restructuring – PHP 5,080.00*	19 days, 2 hours and 41 minutes	
		of PHP 50.00 and Doc Stamps of PHP 30.00		
		Handling Fee – P20.00		

10. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

Office or Division:	SEC Cebu Extension Office				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business				
Who may avail:	Corporations duly registered at Securities and I	Exchange Commission			
CHEC	KLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Cover sheet		EO Public Assistance or			
		Downloadable at SEC website through the following URL:			
		http://www.sec.gov.ph/wp-			
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf			
2. Certificate of Increas	se of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the			
O T 1 ACC: 1 '		Revised Corporation Code (Sections 15 and 37)			
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with			
4. Directors' certificate		Section 37 of the Revised Corporation Code EO Public Assistance or			
4. Directors certificate	•	Downloadable at SEC website through the following URL:			
		Directors' Certificate - http://www.sec.gov.ph/wp-			
		content/uploads/2015/07/Directors_Certificate.pdf			
5. Amended Articles of	f Incorporation	To be prepared by the Company			
6. List of stockholders	of record as of date of meeting approving	To be prepared by the Company			
	ting their nationalities and their respective				
-	-up capital on the present authorized capital				
	r oath by the corporate secretary				
=	te on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following			
dispute		URL: http://www.sec.gov.ph/wp-			
		content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf			
		Contentupiodas/2010/01/Occided/ys Certificate Intellection Colp Dispute.pdf			

8	. Secretary's Certificate on waiver of pre-emptive rights of non- subscribing shareholders	EO Public Assistance or Downloadable at SEC website through the following URL:
		http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
Ş	. i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year stamped received by BIR and SEC, if payment for subscription is already reflected therein)	To be provided by the company
	 ii. SPECIAL AUDIT REPORT, if: a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00 	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	otherwise, iii. SUBSCRIPTION CONTRACT executed under oath among subscribing stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for	EO Public Assistance
	to and paid for. Note: Per Memorandum Circular No. 11 Series of 2016 iv. For RURAL BANKS: a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective	Bangko Sentral ng Pilipinas

subscription and payment as presented and approved by BSP annexed to the notarized certification	
10. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance	SEC Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the requirements to the Counter Officer for pre-	Records the application for - pre-processing	None	1 minute	EO Frontline Staff
processing	2.1. For first time applicants, examines if documents are complete in form		20 minutes	
	2.1.1.If complete, assigns the application to a Securities Specialist			
	2.1.2.If for compliance, prepares checklist of deficiencies and informs and			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	returns to client. Go to Step 1			
	2.2. Advises the client when to follow up the application	None	1 minute	Securities Specialist II
	2.3. Examines whether the documents submitted are complete in form and in substance.	None	14 working days	Securities Specialist II Securities Counsel I
	2.3.1. If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
	2.3.2. If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted	None	5 working days	EO Director/OIC
	2.4.1. If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid			
	2.4.2.If not compliant, returns the application to the specialist. <i>Go to</i> Step 2.3.3			

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	3.	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4.		4.	Receives and acknowledges payment	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital	10 minutes	EO Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Handling Fee of P20.00		
5.	Secures a number through the queuing system (Receiving)	5. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6.	Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
		6.1. Prepares Certificate6.2. Signs and approves		20 minutes	EO Frontline Staff
		the application 6.3. Forwards the approved application to the	i	30 minutes	EO Director/OIC
		Releasing Unit		30 minutes	EO Frontline Staff
7.	Secures a number through the queuing system (Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8.	Presents the Official Receipt to the Counter Officer	Receives the Official Receipt	None	1 minute	EO Frontline Staff
9.	Receives the duly approved certificate	9. Releases the duly approved certificate 9.1. Encodes the details of the application in the systems	None	10 minutes	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1. Amended Articles of Incorporation – P1,010*	19 days, 2 hours and 41 minutes	
		Plus		
		2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher		
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than		
		P3,000.00 or the issue value of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of		
		P30.00 Handling Fee of P20.00		

11. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furnitures / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Cebu Extension Office			
Classification:	Highly Technical			
Type of	G2B – Government to Business			
Transaction:				
Who may avail:	Corporations duly registered at Securities and Exch	nange Commission		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BASIC REQUIREME	NTS			
1. Cover sheet		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
2. Certificate of Inc	rease of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the		
		Revised Corporation Code (Sections 15 and 37)		

3. Treasurer's Affidavit	No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate	EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors Certificate.pdf
5. Amended Articles of Incorporation	To be prepared by the Company
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary	To be prepared by the Company
7. Secretary's Certificate on non-existence of intra-corporate dispute	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non- subscribing shareholders	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act*** 10. Endorsement/Clearance, if applicable	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf Respective SEC Department/s or other regulatory Government Agencies
11. Monitoring Clearance	SEC Extension Office
The monitoring oldaranoo	OLO EXIGNOTI OTILO
ADDITIONAL REQUIREMENTS depending on the mode of payment 12. Conversion of Advances / Liabilities to Equity	
12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the company

12.2 A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
verification of the advances to be converted to equity, if not	at SEC website through the following URL:
reflected in item 12.1	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
12.3 Deed of Assignment of advances / liabilities	To be provided by the Company
13. Stock Dividends	To be provided by the company
13.1 List of stockholders entitled to stock dividend with their	To be previded by the Company
	To be provided by the Company
respective outstanding shares and the allocation of stock	
dividend certified by the corporate secretary	To be provided by the Company
13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Company
13.3 Interim audited financial statements if used as basis of	To be provided by the Company
dividend declaration (basis is other than 13.2)	To be provided by the Company
13.4 Projected financial statement for the remaining period certified by company accountant (if the basis is item 13.3)	To be provided by the Company
13.5 Undertaking by the company President or Treasurer stating	To be provided by the Company
that in the event the retained earnings at year end is not	
sufficient to cover the stock dividend under consideration,	
any deficiency will be replaced by other form of payment	
allowable by the Commission (if the basis is item 13.4)	
13.6 Secretary's Certificate that on the basis of the computation of	To be provided by the Company
the Finance Officer, the allocation of stock dividends as	
indicated in the Certificate of Increase is in proportion to the	
shareholdings of stockholders as of date of meeting	
approving the dividend declaration or as of record date and	
the treatment of resulting fractional shares, if any, are true	
and correct	
13.7 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Company
13.8 Reconciliation of Retained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008
	downloadable at SEC website through the following URL:
	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf

14. Land, buildings / condominium units	
14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value/appraised value, assessed value or zonal value) certified by the company accountant	To be provided by the Applicant.
14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
14.5 Deed of Assignment	To be provided by the Applicant.
14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
14.8 Certification from Transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
15. Untitled Lands	
15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the	To be provided by the Applicant.

possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	
15.2 Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
15.3 Latest realty tax receipts	To be provided by the Applicant.
15.4 Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.
15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated	To be provided by the Applicant.
15.7 Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	To be provided by the Applicant.
15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital	To be provided by the Applicant.
15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.

15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.
15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)	To be provided by the Applicant.
15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
15.14 Deed of Assignment	To be provided by the Applicant.
15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application	To be provided by the Applicant.
16. Inventories / Furniture / Personal Properties	
16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the Applicant.
16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
16.3 Deed of Assignment	To be provided by the Applicant.
16.4 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant
17. Heavy equipment and machinery	
17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.
17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report (with	To be provided by the Applicant.

description of the property) by the Bangko Sentral Ng Pilipinas.	
17.3 Deed of Assignment	To be provided by the Applicant.
17.4 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant
18. Shares of Stock	
18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
18.3 Deed of Assignment	To be provided by the Applicant.
18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
18.5 Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.
18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.
18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19. Motor Vehicles	
19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.

19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.
19.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
19.4 Deed of Assignment	To be provided by the Applicant.
19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19.6 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant
20. Sea Vessel / Aircraft	
20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value, certified by the company accountant	To be provided by the Applicant.
20.2 Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
20.5 Deed of Assignment	To be provided by the Applicant.
20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
21. Intangibles	
21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant

21.3	Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	To be provided by the Applicant
21.4	Deed of Assignment	To be provided by the Applicant
	Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. N	et Assets	
22.1	Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant
22.2	Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant
22.3	Long-form audit report of item no. 22.2	To be provided by the Applicant
22.4	Deed of Assignment of the assets and liabilities	To be provided by the Applicant
22.5	List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors	To be provided by the Applicant
22.6	Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the Applicant
	Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the Applicant
22.8	Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant
22.9	Photocopy of stock certificates (present original for verification)	To be provided by the Applicant
22.10	DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant

22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period

To be provided by the Applicant.
For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
		2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
		2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
		2.3. Examines whether the documents submitted are		14 working days	Securities Specialist II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	complete in form and in substance.			
	2.3.1. If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
	2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			
	2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4.1.If compliant, orders the Specialist / Counsel to make final report and stamp okay for payment. Processor informs client that application can be paid 2.5. 2. If not compliant, returns the application to the Specialist. Go to Step 2.3.3			
 Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay 	3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	1. Amended Articles of Incorporation – P1,010*	10 minutes	EO Cashier
		Plus 2. Increase of Capital Stock - **For corporation with par value –		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher		
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 5. Handling Fee of P20.00		
5. Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6. Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
	6.1. Prepares Certificate		20 minutes	EO Frontline Staff
	6.2. Signs and approves the application		30 minutes	EO Director/OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PROCESSING TIME PAID		PERSON RESPONSIBLE
	6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7. Secures a number through the queuing system (Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8. Presents the Official Receipt to the Counter Officer	Receives the Official Receipt	None	1 minute	EO Frontline Staff
Receives the duly approved certificate	9. Releases the duly approved certificate 9.1. Encodes the details of the application in the system	None	10 minutes	EO Frontline Staff
TOTAL		1. Amended Articles of Incorporation – P1,010*	19 days, 2 hours and 41 Minutes	
		Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher		
		**For corporation without par value		
		1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF - equivalent to 1% of the computed filing fee for Increase of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital Stock but not less than P10.00		
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
		5. Handling Fee of P20.00		

12. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Registered Partnerships, Domestic	Corporations, and Licensed Foreign Corporations
CHECKLIST C	T OF REQUIREMENTS WHERE TO SECURE	
1. SEC FORM 2015-001 (1 Original)		SEC EO
2. Monitoring Clearance (1 photocopy) 2.1. Primary Licenses 2.2. Lending 2.3. Foundation		SEC EO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queuing number in SEC EO	Calls the number through the system and assists the client	None	1 minutes	EO Frontline Staff
2. Waits for the processing of request	Receives application 2.1. Evaluate attachments 2.2. Verifies the status of corporation through CIS-URDB.	None	2 minutes 2-5 minutes per document	Administrative Assistant II
	2.2.1. If application is cleared, a Request Issue Slip is	Certification Fee – P500	5 minutes per document	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	issued to applicant with instruction to pay at the SEC Cashier.	Documentary Stamp Tax – P30		
	2.2.2. If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), send email to CRMD, which usually replies within 1-3 days		5 minutes	
Receives the Request Issue Slip and pays to the cashier.	Prints the Certificate of No Derogatory Information through the CIS-URDB.		3 minutes	Administrative Assistant II
	3.1. Reviews the application and signs the Certificate of No Derogatory Information.		3 minutes	EO Director/OIC
Secures a queuing number in SEC EO and proceeds to EO Counter	4. Calls the number		1 minute	EO Frontline Staff
5. Receives the certification	Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minutes	EO Frontline Staff
	 Releases the Certificate of No Derogatory Information (CNDI) to the applicant. 			
TOTAL		P530.00	30 Minutes	

13. Issuance of Certification as to Status of a Registered Corporation (Requested by Third Party)

This service details the procedure on Issuance of Certificates of Corporate Filing/Information.

Office or Division:	SEC Cebu Extension Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) Request Letter (2 copies)		To be provided by client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queuing number in the Records Section	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the Request Letter in 2 copies with the complete email address and telephone or mobile number	2. Receives and evaluates the Request Letter and attachments if there is any 2.1. Stamps "Received" the Request Letter with date and time and signs 2.2. Returns to the client 1 copy of the SEC "Received" Request Letter with an advice noted on the page to follow-up certification within 3	None	3 minutes 3 minutes	Administrative Assistant II Administrative Assistant II
	Request Letter with an advice noted on the page to			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 2.3. Validates the inquiry if there is any available information online/database, index cards and other records, retrieves the corporate file, and attaches all submitted GIS and FS index with ODRS status printout 2.4. Attaches the Routing Sheet and forwards to the EO Director/OIC for assignment 		1 day	Administrative Assistant II
	2.5. The EO Director/OIC assigns the request to the appropriate personnel		3 minutes	EO Director/OIC
Receives the draft and proceeds to the Cashier	Forwards the draft to the client with the instruction to pay at the Cashier for the Certification Fees	None	5 minutes	EO Frontline Service
Presents the Draft to the Cashier and pays the Certification Fee	Recevices the payment and issues Official Receipt	Certification Fee – P500 Documentary Stamp Tax – P30	5 minutes	Cashier
Presents the cashier- validated draft and official receipt	5. Finalizes and prints the Certificate of Corporate Filing/Information.	None	5 minutes	Administrative Assistant Securities Specialist Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1. Reviews the request and signs the Certificate of Corporate Filing/Information		3 minutes	EO Director/OIC
6. Receives the certification	6. Seals the Certificate of Corporate Filing/Information with the SEC logo 6.1. Releases the Certificate of Corporate Filing/Information to the client	None	5 minutes	EO Frontline Staff
TOTAL		P530.00	1 day, 1 hour and 33 minutes	

14. Issuance of Certification as to Status of a Registered Corporation (With Monitoring Clearance)

This service details the procedure on Issuance of Certificates of Corporate Filing/Information.

Office or Division:	SEC Cebu Extension Office		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	All Registered Partnerships, Domestic C	Corporations, and Licensed Foreign Corporations	
CHECKLIST (CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
1) Request Form (1 Original)			
2) Monitoring Clearance (1 pho	otocopy)	SEC EO	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Fills up Request Form and secures a queuing number in the Records Section	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Waits for the processing of request	Receives and evaluates the request with the attachments	None	2 minutes	Administrative Assistant I
		2.1. Prepares Routing Sheet and forwards to the EO Director/OIC for assignment		3 minutes	Administrative Assistant II
		2.2. The EO Director/OIC assigns the request		3 minutes	EO Director/OIC
		2.3. Checks the monitoring sheet, status of the corporation from the records and drafts the		20 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Corporate Filing/Information			
	2.4. The draft is forwarded to the client with the instruction to pay at the Cashier the Certification Fees		3 minutes	EO Frontline Service
Presents the Draft to the Cashier and pays the Certification Fee	Receives the payment and issues Official Receipt	Certification Fee – P500	5 minutes	Cashier
		Documentary Stamp Tax – P30		
Presents the cashier- validated draft and official receipt	4. Finalizes and prints the Certificate of Corporate Filing/Information.	Certification Fee – P500	5 minutes	Administrative Assitant II
	4.1. Reviews the request and signs the Certificate of Corporate Filing/Information	Documentary Stamp Tax – P30	3 minutes	EO Director/OIC
5. Receives the certification	Seals the Certificate of Corporate Filing/Information. with the SEC logo	None	5 minutes	EO Frontline Staff
	5.1. Releases the Certificate of Corporate Filing/Information. to the client		3 minutes	
TOTAL		P530.00	48 minutes	

15. Issuance of Negative Certification

This service details the procedure on Issuance of Negative Certification.

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Citizen	
Who may avail:	Public	
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE
1) Request Letter (2 copies)		To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queuing number in the Record Section	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the Request Letter in 2 copies with the complete email address and telephone or mobile number	Receives and evaluates the Request Letter and attachments if there are any Stamps "Received" the Request Letter with date and time and signs	None	3 minutes	Administrative Assistant II
	2.2. Returns to the client 1 copy of the SEC "Received" Request Letter with an advice noted on the page to follow-up certification within 3 working days		3 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Validates the inquiry if there is any available information online/database, index cards and other records, retrieves the corporate file, and attaches all submitted GIS and FS index with ODRS printout		1 day	Administrative Assistant II
	2.3.1. If there is none, creates a white folder to file the request letter			
	2.4. Attaches Routing Sheet and forwards to the EO Director/OIC for assignment			
	2.5. Assigns the request to the appropriate personnel		3 minutes	EO Director/OIC
	2.6. Thoroughly checks the request for any available information online/database and other records and drafts the Certificate of Non-Registration if there is none.		1 hour	Administrative Assitant Securities Specialist Securities Counsel I
	2.7. Emails/Calls the client to advise the draft is ready for pick-up and payment			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives the draft and proceeds to the Cashier	3. Forwards the draft to the client with the instruction to pay at the Cashier for the Certification Fees	None	5 minutes	EO Frontline Service
Presents the Draft to the Cashier and pays the Certification Fee	Receives the payment and issues Official Receipt	Certification Fee – P500 Documentary Stamp Tax – P30	5 minutes	Cashier
Goes back to the assigned personnel and presents the cashier- validated draft and official receipt	Finalizes and prints the Certificate of Non-Registration.	None	5 minutes	Administrative Assistant Securities Specialist Securities Counsel I
	5.1. Reviews the request and signs the Certificate of Non-Registration		3 minutes	EO Director/OIC
6. Receives the certification	Seals the Certificate of Non-Registration with the SEC logo 6.1. Releases the Certificate of Non-Registration to the client	None	5 minutes	EO Frontline Staff
TOTAL		P530.00	1 day, 1 hour and 33 minutes	

16. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All Government Agencies	
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed Letter Reques	st (1 original, 1 photocopy)	Requesting Government Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the letter to the Office of the Director (OD) – EO (if by mail) or the records section if walk-in client	1. Receives the letter request 1.1. Assigns and forwards to concerned EO staff	None	3 minutes	EO Frontline Staff
2. Waits for request to be processed	 2. Prepares the requested documents and forwards to the Administrative Officer II 2.1. *If plain copy, prints the documents 2.2. **If authenticated copy, prints and stamps the documents 2.2.1.Prepares the Requisition Slip and forwards the same together with the 	None	5-10 minutes per document 10 minutes	EO Frontline Staff EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents to the Administrative Officer II 2.2.2. If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the Requisition Slip.		10 minutes	Administrative Officer II
3. Pays the fees.	3. Receives the payment.	Plain Copy: Articles of Incorporation P100 Amended Articles of Incorporation P 100 By- Laws/Amended By-Laws P 100 General Information Sheet P 25 Increase in Capital Stock P 70	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Secretary's Certificate P 25 Authenticated Copy: Articles of Incorporation P200 Amended Articles of Incorporation P200 By- Laws/Amended By-Laws P200 General Information Sheet P100 Authentication of document not mentioned above: P 10 per page + P 50 authentication fee per document. Documentary		
4. Receives the documents.	Releases the documents	Stamp Tax P30 None	5 minutes	Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		PAID Plain Copy: Articles of Incorporation P100 Amended Articles of Incorporation P 100 By- Laws/Amended By-Laws P 100 General Information Sheet P 25 Increase in Capital Stock P 70 Secretary's Certificate P 25 Authenticated Copy: Articles of Incorporation P200	43 minutes	
		Amended Articles of		

CLIENT STEPS AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Incorporation P200 By- Laws/Amended By-Laws P200 General Information Sheet P100 Authentication of document not mentioned above: P 10 per page + P 50 authentication fee per document. Documentary Stamp Tax P30		

17. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations.

Office or Division:	SEC Cebu Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail: Corporations duly registered at Securities and Exchange Commission				
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE		
1) Verified Complaint/Petition	for Correction of Entries	No Prescribed format. To be prepared by the Company.		
2) Certificate of No Forum Shopping		No Prescribed format. To be prepared by the Company.		
3) Directors' Certificate		EO Public Assistance		
4) Monitoring Clearance		SEC Extension Office		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the requirements to the Counter Officer for pre-processing	Records the application for pre- processing	None	1 minute	EO Frontline Staff
	2.1. For the first time applicants, examines if documents are complete in form		20 minutes	
	2.1.1.If complete, assigns the application to a Securities Counsel			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1.			
	2.2. Advises the client when to follow up the application		1 minute	Securities Counsel I
	Examines whether the documents submitted are complete in form and in substance		14 working days	Securities Counsel I
	2.3.1.If application is complete and in order, the Securities Counsel prepares a draft Order and Notice and submits to the EO Director/OIC for review			
	2.3.2.If application is for compliance, the Securities Counsel prepares a checklist of deficiencies and returns it to the applicant. Go to Step 2.3.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Reviews the draft Order and Notice and the documents submitted.		5 working days	EO Director/ OIC
	 2.4.1.If petition is to be granted and the Order sufficient, the EO Director/OIC orders the Securities Counsel to stamp OK for payment. Securities Counsel informs the client that the application can be paid. 2.4.2.If not compliant, returns the application to the Securities Counsel. Go to Step 2.3.2; if Order is not sufficient, go to Step 2.3.1 			
3. 3. Pays the filing fees	3. Receives and acknowledges payment	Filing Fee: P3,000.00 Handling fee of P20.00 Legal Research Fee (LRF): P 30.00	10 minutes	EO Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax: P30.00 per notarized document		
Submits complete application requirements	Receives the complete application requirements and advises client when to follow up its status	None	30 minutes	EO Receiving Unit
	4.1. Assigns SEC CEO Case number and records it to the logbook for Petition for Correction of Entries		3 minutes	EO Frontline Staff
	4.1.1.Finalizes Order and Notice		30 minutes	Securities Counsel I
	4.1.2. Forwards the Order and Notice to EO Director/OIC for review and signature		5 minutes	
	4.1.3.EO Director/OIC signs and approves the application. Securities Counsel informs the client that the Order and Notice can be picked up		30 minutes	EO Director/OIC

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.	Receives the approved Order and Notice	5.	Releases the duly approved Order and Notice	None	1 mnute	EO Frontline Staff
			5.1. Asks client to fill out the routing sheet for the release of the Order and Notice		1 minute	EO Frontline Staff
			5.2. Advises client to submit the Corrected Articles of Incorporation/ By-Laws/ Treasurer's Affidavit		3 minutes	EO Frontline Staff
6.	Submits Corrected Articles of Incorporation/ Treasurer's Affidavit/By-Laws	6.	Checks the corrected Articles of Incorporation/ Treasurer's Affidavit/By-Laws	None	20 minutes	Securities Counsel I
			6.1.1. If there is revision, Securities Counsel informs client			
			6.1.2.If there is no revision, indicates OK for receiving			
			6.2. Receiving Section receives corrected documents		3 minutes	EO Receiving Officer
			6.3. Prepares the Transmittal to be sent to the Head Office		30 minutes	Securities Counsel I
			6.3.1.Reviews the Transmittal			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3.2.If the Transmittal is in order, signs the Transmittal		30 minutes	EO Director/OIC
	6.3.3. If Transmittal needs revision, returns the draft Transmittal to the Securities Counsel for revision.			
	6.4. Forwards the Transmittal and the documents for the Petition for Correction of Entries of the Articles of Incorporation/ Treasurer's Affidavit/By-Laws for mailing to Head Office		5 minutes	Securities Counsel I
TOTAL	'	P3,050.00 Documentary Stamp Tax: P30.00 per notarized document	19 days, 3 hours and 31 minutes	

18. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension.

Office or Division:	SEC Cebu Extension Office				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business				
Who may avail:	Who may avail: Corporations duly registered at Securities and Exchange Commission				
CHECKLIST OF	FREQUIREMENTS	WHERE TO SECURE			
Filing or Amended Articles of latest Articles of Incorporation 6) Copies of the stock and trans 7) Secretary's Certificate of No 8) Sworn Certification by Extern 9) Proof of operation for each y revocation or date of incorporation to the time of the filing of the not limited to: a. Audited Financial State b. Income Tax Returns; c. Mayor's or Business d. Contracts; e. Receipts showing page	Statements on Sheet orporation and latest Certificate of r By-Laws (if any) together with the on and By-Laws sfer book or membership book Intra-Corporate Controversy nal Auditor ear, starting from the date of oration (for a suspension order) up petition, any of the following but Interents; Permits; yment of Real Estate Tax; initions/Annual Conventions; or	No Prescribed format EO Public Assistance To be prepared by the Company EO Public Assistance To be prepared by the Company			

10) Latest Mayor's/Business Permit

11) Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively

To be prepared by the Company
To be prepared by the Company

12) Monitoring Clearance

SEC Cebut Extension Office

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secure a number through the queuing system	1.	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	2.	.Records the application for pre- processing 2.1. For the first time applicants, examines if documents are complete in form 2.1.1.If complete, assigns the application to a Securities Counsel 2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1.	None	1 minute 20 minutes	EO Frontline Staff
			2.2. Advises the client when to follow up the application		1 minute	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Examines whether the documents submitted are complete in form and in substance		14 days	Securities Counsel I
	2.3.1.If application is complete and in order, the Securities Counsel prepares a draft Order and submits to the EO Director/OIC for review			
	2.3.2.If application is for compliance, the Securities Counsel prepares a checklist of deficiencies and returns it to the applicant. Go to Step 2.3.			
	2.4. Reviews the draft Order and the documents submitted.		5 working days	EO Director/OIC
	2.4.1.If the petition will be recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to stamp OK for payment.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Securities Counsel informs the client that the application can be paid.			
	2.5. If petition is not compliant, returns the application to the Securities Counsel. Go to Step 2.3.2; if Order is not sufficient, go to Step 2.3.1			
3. Pays the filing fees	Receives and acknowledges payment	Filing Fee: P3,000.00 Handling fee of P20.00 Legal Research Fee (LRF): P 30.00 Documentary Stamp Tax: P30.00 per notarized document	10 minutes	EO Cashier
Submits complete application requirements	Receives the complete application requirements and advises client when to follow up its status	None	5 minutes	EO Director/OIC
	4.1. Prepares the Transmittal to		30 minutes	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	be sent to the Head Office			
	4.1.1.Reviews the Transmittal			
	4.1.1.1. If the Transmittal is in order, signs the Transmittal		30 minutes	EO Director/OIC
	4.1.1.2. If Transmittal needs revision, return the draft Transmittal to the Securities Counsel for revision. Go to Step 4.1.			
	4.2. Forwards the Transmittal and the documents for the Petition to Lift Order of Suspension or Revocation for mailing to Head Office		5 minutes	Securities Counsel I
TOTAL		P3,050.00	19 days, 1 hour and	
		Documentary Stamp Tax: P30.00 per notarized document	43 minutes	

19. Property Dividend Declaration

This service details the procedure on application for approval of Property Dividend Declaration Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Offi	ce or Division:	SEC Cebu Extension Office			
Clas	ssification:	Highly Technical			
Тур	e of Transaction:	G2B – Government to Business			
Who	o may avail:	il: Corporations duly registered at Securities and Exchange Commission			
	CHECKI	LIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Cover sheet		EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2019/03/2019 regularcoversheet.doc		
2.		ath by the Corporate Secretary on the esolution declaring the property dividend	To be provided by the Company		
3.	Audited Financial Stareceived by SEC and	atements as of the last fiscal year stamped BIR	Company's record		
4.	stock as of the date r	with their respective subscribed capital meeting approving the declaration of gether with the allocation of property der oath by the Corporate Secretary	To be provided by the Company		
5.	Detailed schedule of audited financial stat	the property account appearing in the ements	To be provided by the Company		
	dividend declaration of the company	resident that the property(ies) for is/are no longer needed in the operation	To be provided by the Company		
7.	Reconciliation of Ret	ained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf		

8.	Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable	Company's Corporate Secretary
9.	Secretary's Certificate on non-existence of intra-corporate dispute	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
10.	In case where the property declared is in the form of investment in shares of another corporation, a certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation	To be provided by the applicant.
11.	Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12.	Monitoring Clearance	SEC Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre-processing 2.1. For first time applicants, examines if documents are complete in form 2.1.1.If complete, assigns the application to a Securities Specialist	None	1 minute 20 minutes	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
	2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
	2.3. Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I
	2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
	2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3 2.4. Reviews the final report and the documents submitted 2.4.1. If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid 2.4.2. If not compliant, returns the application to the specialist. Go to Step		5 working days	EO Director/OIC
3. Prepares follow-up slip (form is available at the Guard) and submits to	2.3.3 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Counter Officer after client signifies intent to pay				
4. Pays the filing fees	Receives and acknowledges payment	1. Property Dividend – 1/5 of 1% of the amount declared but not less than PHP 1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than PHP 10.00 3.Documentary Stamp tax – PHP 30.00	10 minutes	EO Cashier
		Handling fee – P20.00		
5. Secures a number through the queuing system (Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
	6.1. Prepares Certificate		20 minutes	EO Frontline Staff

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		6.2. Signs and approves the application		30 minutes	EO Director/OIC
		6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7.	Secures a number through the queuing system (Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8.	Presents the Official Receipt to the Counter Officer	8. Receives the Official Receipt	None	1 minute	EO Frontline Staff
9.	Receives the duly approved certificate	9. Releases the duly approved certificate9.1. Encodes the details of the application in the systems	None	10 minutes	EO Frontline Staff
TC	TAL		1. Property Dividend – 1/5 of 1% of the amount declared but not less than PHP 1,000.00	19 days, 2 hours and 41 minutes	
			2. Legal Research Fee – 1% of the amount computed in item 1 but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.Documentary Stamp tax – PHP 30.00		
		Handling fee – P20.00		

20. Public Assistance & Complaint Desk

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
None		None

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Gets a number in the EO queuing system and proceeds to Public Assistance & Complaint Desk	Frontline Staff calls the client's number	None	1 minute	EO Frontline Staff
2.	Presents concern/s, query or complaint, or 2.1. Presents written complaint	Renders advice depending 2.1. On the nature of the concern/query; or Hands the requested checklist of requirements, guidelines, sample forms	f	5-15 minutes	EO Frontline Staff
		2.2. Refers to the appropriate staff	EO	5 minutes	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Endorses written complaint to the Office of the EO Director and advises party to expect feedback within five (5) working days		5 minutes	Information Officer Office of the EO Director
TOTAL			16 minutes	

21. Public Assistance for Letters Received Over the Counter

This service details the procedure on letters received over the counter.

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Request Letter (2 copies) for walk-in clients		To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queuing number in the Records Section	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
Submits the Request Letter in 2 copies with the complete email address and telephone or mobile number	2. Receives and evaluates the Request Letter and attachments if there are any 2.1. Stamps "Received" the Request Letter with date and time and signs 2.2. Returns to the client 1 copy of the SEC "Received" Request Letter with an advice noted on the page to follow-up certification within 3 working days	None	3 minutes 3 minutes	Administrative Assistant II Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Validates the inquiry if there is any available information online/database, index cards and other records, retrieves the corporate file, and attaches all submitted GIS and FS index with ODRS status printout with ODRS printout 2.4. Attaches Routing Sheet and		1 day	Administrative Assistant II
	forwards to the EO Director/OIC for assignment 2.5. Assigns the request to the			
	appropriate personnel			
	2.6. Assigns the request to the appropriate personnel		3 minutess	EO Director/OIC
	2.7. Checks the request, corporate file, filing of reports and status of the corporation and all other information necessary for the request		1 hour	Administrative Assistant
	2.8. Drafts the reply and forwards to the EO Director/OIC for approval			Securities Specialist Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.9. Checks, reviews and approves the draft		5 minutes	EO Director
	2.10. Finalizes and print the reply letter		3 minutes	Administrative Assistant Securities Specialist Securities Counsel I
	2.11. Signs the reply letter		3 minutes	EO Director/OIC
3. Receives the reply letter via email	3.1. Forwards the original copy with the corporate file to Mailing or to Records Section for releasing depending on the request of the client	None	5 minutes	Administrative Assistant Securities Specialist Securities Counsel I
TOTAL		None	1 day, 1 hour and 26 minutes	

22. Public Assistance for Letters Received thru Mail

This service details the procedure on letters received thru mail.

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		WHERE TO SECURE
1) Request Letter (1 copies) To be provided by client		To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Mails the request letter	Receives the mail and records on the logbook 1.1. Forwards to the EO Director/OIC for opening of mail	None	3 minutes	Guard-on-duty at the Lobby
	1.2. Opens, checks the mail and forwards with instructions to Records Section for the retrieval of corporate files and for routing sheet		5 minutes	EO Director/OIC
	1.3. Validates the inquiry if there is any available information online/database, index cards and other records, retrieves the corporate file, and		1 day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	attaches all submitted GIS and FS index with ODRS status printout			
	1.3.1.Attaches Routing Sheet and forwards to the EO Director/OIC for assignment			
	1.4. Assigns the request to the appropriate personnel		3 minutes	EO Director/OIC
	1.5. Checks the request, corporate file, filing of reports and status of the corporation and all other information necessary for the request		1 hour	Administrative Assistant
	1.5.1.Drafts the reply and forwards to the EO Director/OIC for approval			Securities Specialist Securities Counsel I
	1.6. Checks, reviews and approves the draft		5 minutes	EO Director/OIC
	1.7. Finalizes and print the reply letter		3 minutes	Administrative Assistant Securities Specialist Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8. Signs the reply letter			EO Director/OIC
2. Receives the reply letter via email	2. Emails the reply letter to client	None	5 mintes	Administrative Assistant
	2.1. If there is no email address available, contacts the client			Securities Specialist
	thru telephone or mobile no. of client to secure the email address			Securities Counsel I
	2.2. Forwards the original copy with the corporate file to Mailing			
TOTAL	•	None	1 day, 1 hour and 27 minutes	

23. Public Assistance thru Electronic Mail

This service details the procedure for emails received.

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Citizen	
Who may avail:	All	
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE
1) Email		To be provided by client

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Emails concerns including attachments, if necessary at seccebu@secgov.ph	Receives the email including attachments	None	1 minute	Information Officer
2.	Receives an update on the requested service.	Evaluates the concerns if referring to general inquiry or basic documentary requirements	None	10 minutes	Information Officer
		2.1. If concerns require expertise of specialist and/or lawyer or need to check the corporate records thru file and online, forwards the email to Records Section with an email advice to the client that will give feedback within 3 working days		3 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 2.2. Validates the inquiry if there is any available information online/database, index cards and other records, retrieves the corporate file, and attach all submitted GIS and FS index with ODRS status printout 2.2.1.Attach Routing Sheet and forwards to the EO Director/OIC for 		1 day	Administrative Officer
	assignment 2.3. Assigns the request to the		3 minutes	EO Director/OIC
	appropriate personnel		3 minutes	EO DIIeCloi/Olo
	2.4. Checks the request, corporate file, filing of reports and status of the corporation and all other information necessary for the request		1 hour	Administrative Assistant
	2.5. Drafts the reply and forwards to the EO Director/OIC for approval			Securities Specialist Securities Counsel I
	2.6. Checks, reviews and approves the draft		5 minutes	EO Director/OIC

TOTAL		None	1 day, 1 hour and 33 minutes	
Receives the reply letter via email	3. Emails the reply to the client	None	5 minutes	Administrative Assistant Securities Specialist Securities Counsel I
	2.7. Finalizes and print the reply letter		3 minutes	Administrative Assistant Securities Specialist Securities Counsel I
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

24. Quasi-Reorganization

This service details the procedure on application for Quasi-Reorganization Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Cebu Extension Office	
Classification:	Highly Technical	
Type of	G2B – Government to Business	
Transaction:		
Who may avail:	Corporations duly registered at Securities and Ex	change Commission
	CKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request to signed by the Co	undergo quasi-reorganization restructuring mpany's Officer	To be provided by the Company.
	er oath by the Corporate Secretary on the approving the quasi-reorganization plan	To be provided by the Company.
permanently inst equipment direct	of the fixed assets (real properties, alled fixed assets and machineries and ly needed and actually used in the business), ment is not yet reflected in the audited nts	Independent appraiser.
	I Statements (AFS) as of the last fiscal year	To be provided by the company
5. Schedule showin by the company a	g the details of appraised properties certified accountant	To be provided by the Company
6. Analysis of the reaccountant	evaluation increment certified by the company	To be provided by the Company
-	ial Statements for the next five (5) years ompany Accountant	To be provided by the Company
	he President that the appraised properties are and actually used in business	To be provided by the Company

9. Secretary's Certificate on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following URL:
dispute	http://www.sec.gov.ph/wp-
	content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
10. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11. Monitoring Clearance	SEC Extension Office

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
	pro processing	2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2. If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
		2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I
2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			
2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	 2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review 2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review 2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go 	2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1. If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review 2.3.2. If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review 2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go	2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1. If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review 2.3.2. If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review 2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC
	2.4.1. If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid 2.4.2. If not compliant, returns the application to the specialist. Go to Step 2.3.3			
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4. Pays the filing fees	Receives and acknowledges payment	1. Quasi- Reorganization – PHP 5,080.00* *Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00	10 minutes	EO Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Handling Fee – P20.00		
5. Secures a number through the queuing system (Receiving)	5. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
6. Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
	6.1. Prepares Certificate		20 minutes	EO Frontline Staff
	6.2. Signs and approves the application		30 minutes	EO Director/OIC
	6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
7. Secures a number through the queuing system (Releasing)	-	None	1 minute	EO Frontline Staff
8. Presents the Official Receipt to the Counter Officer	8. Receives the Official Receipt	None	1 minute	EO Frontline Staff
Receives the duly approved certificate	Releases the duly approved certificate	None	10 minutes	EO Frontline Staff
	9.1. Encodes the details of the application in the systems			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1. Quasi- Reorganization – PHP 5,080.00* *Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00 Handling Fee – P20.00	19 days, 2 hours and 41 minutes	

25. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Cebu Extension Office includin	SEC Cebu Extension Office including Robinsons Galleria Satellite Office		
Classification:	Simple	Simple		
Type of Transaction:	G2B – Government to Business	G2B – Government to Business		
Who may avail:	General Public	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If reports/reportorial requirements, bring 4 sets/copies.				
Otherwise, no other requirements needed.				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client proceeds to the receiving and releasing counter of the Cebu Extension Office; gets queue number and waits to be called	Calls on the client's number	None	2 minutes	EO Frontline Staff Administrative Assistant II
2. Presents 4 sets/copies of documents (2 orig. and 2 photocopy)	Encodes document, prints barcode page, and attached barcode page to each copy		3-5 minutes/doc	-do-
Claims 1 set for file copy, including the acknowledgement receipt (barcode page)	Retains 3 sets including original and returns 1 set to client		1 minute	-do-
TOTAL		None	8 minutes	

26. Reclassification / Declassification / Conversion of Shares

This service details the procedure on application for Reclassification / Declassification / Conversion of Shares. Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Off	ice or Division:	SEC Cebu Extension Office			
Cla	ssification:	Highly Technical			
Тур	oe of Transaction:	G2B – Government to Business			
Wh	o may avail:	Corporations duly registered at Securities and	Exchange Commission		
	CHECK	(LIST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover sheet			EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
2.	Directors' certificate		EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors Certificate.pdf		
3.	Amended Articles of	Incorporation	To be prepared by the Company		
4.	stockholdings before	showing the names, nationalities and e and after the reclassification nversion, as certified by the corporate	To be prepared by the Company		
5.	Audited Financial Stamped received by	atements (AFS) as of the last fiscal year BIR and SEC	To be provided by the company		
6.	Secretary's Certifica shares	te re: treatment on resulting fractional	To be provided by the company		
7.	Secretary's Certifica dispute	te on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf		

8. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
9. Monitoring Clearance	SEC Extension Office

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
2.	Submits the requirements to the Counter Officer for pre-processing	Records the application for -pre- processing	None	1 minute	EO Frontline Staff
	pre-processing	2.1. For first time applicants, examines if documents are complete in form		20 minutes	
		2.1.1.If complete, assigns the application to a Securities Specialist			
		2.1.2. If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1			
		2.2. Advises the client when to follow up the application		1 minute	Securities Specialist II
		2.3. Examines whether the documents submitted are complete in form and in substance.		14 working days	Securities Specialist II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3.1. If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review			
	2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review			
	2.3.3.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3			
	2.4. Reviews the final report and the documents submitted		5 working days	EO Director/OIC
	2.4.1. If compliant, orders the specialist			

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			/counsel to stamp ok for payment. Processor informs client that application can be paid 2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3			
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay	3.	Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier	None	5 minutes	EO Frontline Staff
4.	Pays the filing fees	4.	Receives and acknowledges payment	1. Amended Articles of Incorporation – PHP 2,050.00* *Inclusive of LRF of PHP 20.00 and Doc Stamps of PHP 30.00 Handling fee – P20.00	10 minutes	EO Cashier

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
th	Secures a number through he queuing system Receiving)	Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
	Submits complete application requirements	6. Receives the complete application requirements and advises the client when to follow up its status	None	30 minutes	EO Receiving Unit
		6.1. Prepares Certificate		20 minutes	EO Frontline Staff
		6.2. Signs and approves the application		30 minutes	EO Director/OIC
		6.3. Forwards the approved application to the Releasing Unit		30 minutes	EO Frontline Staff
th	Secures a number through the queuing system Releasing)	7. Calls the number through the system and assists the client	None	1 minute	EO Frontline Staff
8. P	Presents the Official Receipt to the Counter Officer	8. Receives the Official Receipt	None	1 minute	EO Frontline Staff
	Receives the duly approved certificate	9. Releases the duly approved certificate 9.1. Encodes the details of the	None	10 minutes	EO Frontline Staff
		application in the systems			
TOTA	AL		1. Amended Articles of	19 days, 2 hours and 41 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Incorporation – PHP 2,050.00*		
		*Inclusive of LRF of PHP 20.00 and Doc Stamps of PHP 30.00		
		Handling fee – P20.00		

27. Registration of Corporations with less than 5 incorporators through the Interim Registration System (IRS)

This service details the procedure on registration of corporations consisting of less than five incorporators and One Person Corporations in accordance with the provisions on the Revised Corporation Code.

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2E	B – Government to Business
Who may avail:	All Natural and Juridical persons a	and their representatives
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE (apps004.sec.gov.ph)
 Approved Application Summary Articles of Incorporation with Cover Sheet Treasurer's Affidavit Bylaws 		Online application. Visit: https://apps004.sec.gov.ph:8001/application
Additional Requirements: 1. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH or PEZA Endorsement if located within the PEZA economic zones 2. Clearance from other government agencies (depending on industry)		
For Partnerships as incorporators Partners' Affidavit duly notarized stating that they have authorized the partnership to invest in the corporation about to be formed and designating one of the partners as the signatory of the corporation. Copy of the Certificate of Registration		
For Domestic Corporation as in	ncorporators	

- ➤ Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, indicating the necessary approvals of the investment, as well as the authorized signatory to the incorporation documents, executed under oath
- > Copy of the Certificate of Registration
- ➤ Latest General Information Sheet

For Foreign Corporation as incorporators

- Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed and specifically naming the designated signatory on behalf of the foreign corporation
- Proof of Existence of the Foreign Corporation such as Apostilled Certificate of Registration or Apostilled Certificate of Good Standing
- > Certificate of Inward Remittance

For Foreign Corporation as subscribers

- Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed
- Proof of Existence of the Foreign Corporation such as Apostilled Certificate of Registration or Apostilled Certificate of Good Standing
- > Certificate of Inward Remittance

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
1.	Client visits apps004.sec.gov.ph for online registration and name verification	Name verifiers from Head Office verify the proposed name	N/A	10 minutes	Name verifiers from Head Office
	In cases of disapproval, client has to re-apply on the system with the necessary changes reflected.	1.1. Once name is approved, the application is transmitted to a processor from CEO for review, and the client is told to expect feedback within 3 working days		15 minutes	Processors from CEO
2.	Applicant receives order of payment via email. 2.1. Client pays corresponding filing fees.	Processor approves application on the system and attaches the order of payment 2.1. Cashier receives	Corresponding filing fees Computation: 1/5 of 1% of the Authorized Capital Stock + 20 Handling Fee	5 minutes 5 minutes	Processor Cashier
		payment for filing fee	+ 1% Legal Research Fee + P1,030 By-Laws but not less than P3,000.00		

3.	Client emails seccebu@sec.gov.ph his approved application summary and a soft copy of his actual documents for review. 3.1. If the processor identifies additional corrections on the actual documents, the corrections are emailed to the client for compliance.	3.	Processors from CEO review the documents to ensure that information from the applicant's online registration coincides with the information on their actual documents	N/A	10 minutes	Processors from CEO
4.	Once approved, client submits the notarized hard copies of his documents to the SEC Cebu	4.	Processors review the hard copies of the documents	N/A	10 minutes	Processors from CEO
	Extension Office		4.1. After approval, Encoding/Printing Officer (CEO Frontline Staff) generates the applicant's certificate		5 minutes	Encoding/Printing Officer (CEO Frontline Staff)
			4.2. SEC Director/OIC gives a final review of the applicant's registration documents and signs the certificate.		10 minutes	SEC Director/OIC
			4.3. Note: In the event that the OIC identifies additional corrections not detected by the previous processor, the			

	application is sent back to client for compliance 4.4. Registration documents are stamped received by Receiving Section personnel		3 minutes	CEO Frontline Staff
5. Client claims certificate of registration	Releasing Section releases certificate to client	N/A	5 minutes	Frontline Staff from the Releasing Section
TOTAL		Computation: 1/5 of 1% of the Authorized Capital Stock + 20 Handling Fee + 1% Legal Research Fee + P1,030 By-Laws but not less than P3,000.00	1 hour and 18 minutes	

28. Registration of One Person Corporation (OPC) thru eSPARC

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

Office or Division:	SEC Cebu Extension Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2B – Govern	ment to Business	
Who may avail:	All Natural and Juridical persons and their re	presentatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
 Approved Applicat 	tion Summary	Online application.	
 Articles of Incorpo 	ration with Cover Sheet		
Acceptance letter of	of nominee and alternate nominee	Visit: https://secwebapps.sec.gov.ph/application	
Foreign Investments Act F-100 (for corporations with more			
than 40% foreign equity) whose paid-up capital is CASH			
Clearance from other government agencies (depending on			
industry)			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client visits https://secwebapps.sec.gov.ph/application for online registration and name verification	Name verifiers from Head Office verify the proposed name	None		Name verifiers from Head Office
1.1. In cases of disapproval, client has to re-apply on the system with the necessary changes reflected.	1.1. Once name is approved, the application is transmitted to a processor from CEO for review,		1 ½ days	Processors from CEO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and the client is told to expect feedback within 3 working days			
2. Applicant receives order of payment via email.2.1. Client pays corresponding filing fees.	Processor approves application on the system and attaches the order of payment	Corresponding filing fees	30 minutes	Processor
	2.1. Cashier receives payment for filing fee	Computation: 1/5 of 1% of the Authorized Capital Stock + P20 Handling Fee + 1% Legal Research Fee but not less than P2,000.00	30 minutes	Cashier
 Client emails seccebu@sec.gov.ph his approved application summary and a soft copy of his actual documents for review. If the processor identifies additional corrections on the actual documents, the corrections are emailed to the client for compliance. 	3. Processors from CEO review the documents to ensure that information from the applicant's online registration coincides with the information on their actual documents	None	4 hours	Processors from CEO
Once approved, client submits the notarized hard copies of his documents to the SEC Cebu Extension Office	Processors review the hard copies of the documents	None	4 hours	Processors from CEO
	4.1. After approval, Encoding/Printing		30 minutes	Encoding/Printing Officer (CEO Frontline Staff)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Officer (CEO Frontline Staff) generates the applicant's certificate			
	4.2. SEC Director/OIC gives a final review of the applicant's registration documents and signs the certificate. Note: In the event that the OIC identifies additional corrections not detected by the previous processor, the application is sent back to client for compliance.		2 hours	SEC Director/OIC
	5. Registration documents are stamped received by Receiving Section personnel		15 minutes	CEO Frontline Staff
6. Client claims certificate of registration	Releasing Section releases certificate to client	None	15 minutes	Administrative Assistant II
TOTAL		Corresponding filing fees	3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Computation: 1/5		
		of 1% of the		
		Authorized		
		Capital Stock +		
		P20 Handling Fee + 1% Legal		
		Research Fee but		
		not less than		
		P2,000.00		

29. Registration of One Person Corporations (OPCs) through the Interim Registration System (IRS)

This service details the procedure on registration of corporations consisting of less than five incorporators and One Person Corporations in accordance with the provisions on the Revised Corporation Code.

Office or Division:	SEC Cebu Extension Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2B – Government to Business		
Who may avail:	All Natural and Juridical persons and their representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE (apps004.sec.gov.ph)	
1. Approved Application Summ	ary	Online application.	
2. Articles of Incorporation with			
3. Acceptance letter of nominee and alternate nominee		Visit: https://apps004.sec.gov.ph:8001/application	
4. Foreign Investments Act F-100 (for corporations with more than			
40% foreign equity) whose pa	aid-up capital is CASH		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
Client visits apps004.sec.gov.ph for online registration and name verification	Name verifiers from Head Office verify the proposed name	N/A	10 minutes	Name verifiers from Head Office
1.1. In cases of disapproval, client has to re-apply on the system with the necessary changes reflected.	1.1. Once name is approved, the application is transmitted to a processor from CEO for review, and the client is		15 minutes	Processors from CEO

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
			told to expect feedback within 3 working days			
р	applicant receives order of ayment via email. 2.1. Client pays corresponding filing fees.	2.	Processor approves application on the system and attaches the order of payment	Corresponding filing fees Computation: 1/5 of 1% of the	5 minutes	Processor
	_		2.1. Cashier receives payment for filing fee	Authorized Capital Stock + P20 Handling Fee + 1% Legal Research Fee but not less than P2,000.00	5 minutes	Cashier
si a a d	Client emails eccebu@sec.gov.ph his epproved application summary and a soft copy of his actual ocuments for review. 6.1. If the processor identifies additional corrections on the actual documents, the corrections are emailed to the client for compliance.	3.	Processors from CEO review the documents to ensure that information from the applicant's online registration coincides with the information on their actual documents	N/A	10 minutes	Processors from CEO
th	Once approved, client submits ne notarized hard copies of is documents to the SEC	4.	Processors review the hard copies of the documents	N/A	10 minutes	Processors from CEO
С	Cebu Extension Office		4.1. After approval, Encoding/Printing Officer (CEO Frontline		5 minutes	Encoding/Printing Officer (CEO Frontline Staff)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
	Staff) generates the applicant's certificate			
	4.2. SEC Director/OIC gives a final review of the applicant's registration documents and signs the certificate.		10 minutes	SEC Director/OIC
	4.3. Note: In the event that the OIC identifies additional corrections not detected by the previous processor, the application is sent back to client for compliance.			
	4.4. Registration documents are stamped received by Receiving Section personnel		3 minutes	CEO Frontline Staff
Client claims certificate of registration	Releasing Section releases certificate to client	N/A	5 minutes	Frontline Staff from the Releasing Section
TOTAL		Corresponding filing fees	1 hour and 18 minutes	
		Computation: 1/5 of 1% of the Authorized Capital Stock +		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
		P20 Handling Fee + 1% Legal Research Fee but not less than P2,000.00		

30. Registration of Partnerships and Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of partnerships and domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

Office or Division:	SEC Cebu Extension Office		
Classification:	Classification: Simple		
Type of Transaction:	G2C – Government to Client; G2B – Gov	vernment to Business	
Who may avail:	All Natural and Juridical persons and the	ir representatives	
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	
Cover Sheet Articles of Partnership (for partnerships)		Company Registration System (CRS) SEC Extension Office CRS website: crs.sec.gov.ph Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an email account in the CRS	System sends verification confirmation to allow applicant	None		Applicant/registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to sign-in into the facilities therein. 1.1. Email account created automatically expires within 90 calendar days if inactive.			
Verifies, reserves or appeals the proposed company name with or without trade name/s	System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4th day if in-forms are not filled up	None		Applicant/registrant
Starts filling out company details and submit forms on-line	Systems validates the company information encoded	None		Applicant/registrant
Submits the hard copies of signed and notarized documents	4. Receives the application documents and check the status of the corporation if the same may be processed and if in the affirmative assigns to a processor (CRS Report Details is regularly emailed to the EO's by rjestrada@sec.gov.ph)		1 hour	EO Frontline Staff
	4.1. Processes the submitted application in accordance		2.5 days	Administrative Officer II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti- Dummy Law and other special laws and applicable SEC rules and regulations 4.1.1.If compliant, EO Frontline Assistant issues Order of Payment 4.2. Required filing fees based on Memo Circular No. 3,		15 minutes	Securities Specialist II Securities Counsel I
	series of 2017 4.2.1.If non-compliant, application will be returned to the party			
5. Pays the filing fees	5. Receives the payment	For partnerships: a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus 1% Legal Research Fee (LRF) of not less than P20.00.	15 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b) Name reservation:		
		P100.00 for each partnership		
		name and trade name, if		
		applicable;		
		c) Documentary Stamp –		
		P30.00		
		d) Application under the		
		Foreign Investments Act		
		(FIA) – P3,000.00		
		For stock corporation based		
		on the authorized capital		
		<u>stock:</u>		
		With par value: 1/5 of 1% of		
		the authorized capital stock		
		but not less than P 2,000 or		
		the subscription price of the		
		subscribed capital stock		
		whichever is higher		
		Without par value: 1/5 of 1%		
		of the authorized capital		
		stock computed at P100 per		
		share but not less than P		
		2,000 or the issue value of		
		the subscribed capital stock		
		whichever is higher		
		By-Laws for both stock and		
		non-stock corporations:		
		1,000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Articles of Incorporation for non-stock corporation: 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee of P20.00		
6. Submits the proof of payment and documents	6. Officially receives and stamps the hard copies of the registration application and forwards to SEC EO for generation of the Certificate of Registration (COR) 6.1. Enters company name in the SEC EO Masterlist and prints Certificate	None	30 minutes 30 minutes	EO Frontline Staff EO Frontline Staff
	6.2. Reviews and evaluates the application with supporting documents		1 hour and 15 minutes	EO Director/EO OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.2.1.If compliant, signing of the Certificate of Registration (COR) 6.2.2.If non-compliant, documents were returned to the processor, then to the party/client			EO Director/EO OIC
7. Presents Official Receipt to secure the Certificate of Incorporation and signs the LOGBOOK and the file copy of the Certificate of Registration (COR) as proof of receipt of the Certificate of Registration (COR)	7. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	5 minutes	EO Frontline Staff Information Officer
TOTAL		For partnerships: a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus 1% Legal Research Fee (LRF) of not less than P20.00. b) Name reservation: P100.00 for each	3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		partnership name and		
		trade name, if applicable;		
		c) Documentary Stamp –		
		P30.00		
		d) Application under the		
		Foreign Investments Act		
		(FIA) – P3,000.00		
		For stock corporation		
		based on the authorized		
		<u>capital stock:</u>		
		With par value: 1/5 of 1% of		
		the authorized capital		
		stock but not less than P		
		2,000 or the subscription		
		price of the subscribed		
		capital stock whichever is		
		higher		
		Without par value: 1/5 of		
		1% of the authorized		
		capital stock computed at		
		P100 per share but not less		
		than P 2,000 or the issue		
		value of the subscribed		
		capital stock whichever is		
		higher		
		By-Laws for both stock		
		and non-stock		
		corporations: P 1,000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Articles of Incorporation		
		for non-stock corporation:		
		P 1,000		
		Foreign Investments Act		
		(FIA) Form 100: P3,000.00		
		Company Name		
		Reservation: P100.00		
		Each additional trade		
		<u>name/s:</u> P100.00		
		Documentary Stamp Tax:		
		P30.00		
		Legal Research Fee (LRF):		
		1% of the Filing Fee but not		
		less than Ten Pesos (P		
		10.00)		
		Handling fee of P20.00		

31. Registration of Regular Corporations Through the ESPARC

This service details the procedure on registration of regular corporations consisting in accordance with the provisions on the Revised Corporation Code.

Office or Division:	SEC Cebu Extension Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2B – Government to Business		
Who may avail:	All Natural and Juridical persons and their representatives		
CHECKLIST OF REQUIREM	ENTS	WHERE TO SECURE (apps004.sec.gov.ph)	
 Approved Application Summary Articles of Incorporation with Cover Shee Treasurer's Affidavit Bylaws 	t	Online application. Visit: https://secwebapps.sec.gov.ph/application	
 Additional Requirements: Foreign Investments Act F-100 (for corpor foreign equity) whose paid-up capital is C if located within the PEZA economic zone Clearance from other government agencies 	ASH or PEZA Endorsement s		
For Partnerships as incorporators Partners' Affidavit duly notarized station authorized the partnership to invest in the formed and designating one of the of the corporation. Copy of the Certificate of Registration	n the corporation about to partners as the signatory		
For Domestic Corporation as incorporators Board Resolution, Directors'/ Trustees Certificate, indicating the necessary a			

- as well as the authorized signatory to the incorporation documents, executed under oath
- > Copy of the Certificate of Registration
- > Latest General Information Sheet

For Foreign Corporation as incorporators

- ➤ Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed and specifically naming the designated signatory on behalf of the foreign corporation
- Proof of Existence of the Foreign Corporation such as Apostilled Certificate of Registration or Apostilled Certificate of Good Standing
- Certificate of Inward Remittance

For Foreign Corporation as subscribers

- ➤ Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed
- Proof of Existence of the Foreign Corporation such as Apostilled Certificate of Registration or Apostilled Certificate of Good Standing
- > Certificate of Inward Remittance

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client visits https://secwebapps.sec.gov.ph/application for online registration and name verification	Name verifiers from Head Office verify the proposed name	N/A		Name verifiers from Head Office
1.1. In cases of disapproval, client has to re-apply on the system with the necessary changes reflected.	1.1. Once name is approved, the application is transmitted to a processor from CEO for review, and the client is told to expect feedback within 3 working days		1 ½ days	Processors from CEO
2. Applicant receives order of payment via email.2.1. Client pays corresponding filing fees.	Processor approves application on the system and attaches the order of payment	Corresponding filing fees	30 minutes	Processor
	2.1. Cashier receives payment for filing fee	Computation: 1/5 of 1% of the Authorized Capital Stock + 20 Handling Fee + 1% Legal Research Fee + P1,030 By-Laws but not less than P3,000.00	30 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Client emails seccebu@sec.gov.ph his approved application summary and a soft copy of his actual documents for review. If the processor identifies additional corrections on the actual documents, the corrections are emailed to the client for compliance. 	3. Processors from CEO review the documents to ensure that information from the applicant's online registration coincides with the information on their actual documents	N/A	4 hours	Processors from CEO
 Once approved, client submits the notarized hard copies of his documents to the SEC Cebu Extension Office 	Processors review the hard copies of the documents	N/A	4 hours	Processors from CEO
N/A	5. After approval, Encoding/Printing Officer (CEO Frontline Staff) generates the applicant's certificate	N/A	30 minutes	Encoding/Printing Officer (CEO Frontline Staff)
	5.1. SEC Director/OIC gives a final review of the applicant's registration documents and signs the certificate.		2 hours	SEC Director/OIC
	Note: In the event that the OIC identifies additional corrections not detected by the previous processor, the application is sent			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	back to client for compliance.			
N/A	6. Registration documents are stamped received by Receiving Section personnel	N/A	15 minutes	CEO Frontline Staff
7. Client claims certificate of registration	7. Releasing Section releases certificate to client	N/A	15 minutes	Frontline Staff from the Releasing Section
TOTAL		Corresponding filing fees	3 working days	
		Computation: 1/5 of 1% of the Authorized Capital Stock + 20 Handling Fee + 1% Legal Research Fee + P1,030 By-Laws but not less than P3,000.00		

32. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

Office or Division:	SEC Cebu Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All registered domestic corporations thr	ough their Authorized Representatives
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
	Financial Statements and any	To be provided by client
	luly stamped received by BIR and SEC) General Information Sheet and any	
	luly stamped received by SEC)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits completely filled-up "Request for	Pre-evaluates required documents	None	5 minutes	EO Frontline Staff
Monitoring" and the required documents	Prints system generated from Online Document Retrieval System (ODRS) with the corporate file to the EO Director for assignment		5 minutes	EO Frontline Staff (Records Section)
	1.2. Assigns monitoring request with attached documents to a particular monitoring specialist (MS)		2 minutes	EO Director
	Determines compliance, deficiencies and violations, and	Guidelines on the Imposition of fines or penalties for	30-45 minutes on average per corporation	Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prepares the Monitoring Sheet (MSh)	noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010		(Administrative Assistants, Administrative Officer IV, or Securities Specialist I and II)

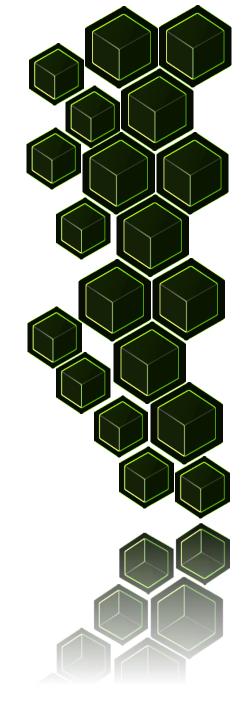
CLIENT S	STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Returns on day, and if is to the finding	s agreeable	2. Presents the findings in the MSh to the applicant, including the fines, if any	None	15 minutes	Monitoring Specialist
presented, s	•	 2.1. If there are no deficiencies, the MSh prepared by the MS will indicate such finding and will be directly submitted to the EO Director/Officer-in-Charge for review and signing. Print Certification Issuance System for clearance from all departments of the Commissions 2.2. Note: If applicable, clarification and further compliance may be required by the MS prior to the release of the MSh (with the approval of EO Director, a clarificatory conference with the parties may be called) 			EO Director/OIC
3. Pays the as fines	sessed	3. Receives payment for the fines	None	5 minutes	Cashier
3.1. Note: A with re- reducti payme installn fines, the proced	on or on t in nent of				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
reduction of fines or payment in installment will be followed.				
Presents proof of payment	4. Forwards the MS for signature	None	5 minutes	Monitoring Specialist
	4.1. Reviews and signs the MS		5 minutes	EO Director/Officer-in-Charge
5. Returns to Monitoring Specialist	5. Releases the MS	None	2 minutes	Monitoring Specialist
	5.1. Encode MS to ODRS Submission		5 minutes	Monitoring Specialist
TOTAL		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and	1 hour and 34 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Office Order No. 298, Series of 2010		

BACOLOD CITY SEC - EXTENSION OFFICE

Unit 10 & 11 Redkey Bldg., cor. Hernaez & Jocson Streets, Barangay Taculing, Bacolod City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations. As of the moment Amendments are still processed in Iloilo except whose files were already transferred to Bacolod Extension Office.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)		
Classification:	Simple and Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All registered domestic corporation	ns through their Authorized Representatives		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE		
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) -1 set original and 3 sets photocopies 1. Amended Articles of Incorporation/By-laws		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of respective SEC EO or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Directors' or Trustees' Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names				
Notarized Secretary`s Certifica corporate dispute	te on no pending case of intra-			
4. Compliance Monitoring Division (CMD) Clearance		SEC Extension Office		

Additional Requirements

- 1. Clearance from other SEC departments, if applicable
 - -For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (1 original copy)
 - -For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)
 - 2. Endorsement from other government agencies, if applicable (1 original copy)

if the provision to be amended is the corporate name, submit:

- a. Name Verification Slip (1 original)
- b. Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the Al)

Corporate Governance and Finance Department (CGFD)

Markets and Securities Regulation Department (MSRD)

BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

- A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions Bangko Sentral ng Pilipinas
- B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
- C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

Name verification slip may be secured manually through the SEC Computer Operator or Administrative Assistant II

Bacolod Extension Office

If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:

May secure copy from the Information Officer or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

b.) F-101

If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:

May secure copy from the Information Officer or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

b.) F-102

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 If corporate name is for amendment: 1.1. Fills out Name Verification Forms 1.2. *Waits for approval from Iloilo 1.2.1.**If name is rejected, registrant may appeal for the proposed corporate name 	 The form is forwarded to lloilo extension office for verification Once approved/denied, EO staff will text or call the contact person as indicated in the slip. Forwards to lloilo extension office the appeal and waits for the approval or denial of the proposed name/s or trade name/s 	P100.00 per proposed corporate/trade name/s	5 minutes 10-20 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Once approved, EO staff will text or call the contact person as indicated in the slip.			
For pre-processing, secures queuing number from the security guard. If called proceeds to EO Counter for presentation of documentary requirements	Verifies completeness of amendment requirements 2.1. If documents are complete: 2.1.1. Accepts documents for assignment to SEC EO processors 2.2. If documents are incomplete:	None	10 minutes	Securities Specialist I Securities Specialist II
	2.2.1.Returns documents to clients for compliance		10-20 minutes	
Waits for the corporation's nan to be called by the assigned Ed processor		None	30 minutes or more (depending on the complexity of the documentary requirements)	Administrative Officer II Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 3.1. If compliant, issues Payment Assessment Form 3.2. If non-compliant, issues a checklist for compliance 			
4. Pays the filing fee	4. Issues the Official Receipt and validates Payment Assessment Form	Filing Fees: Amendment of Articles of Inc. or By-laws: P1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+**+***+****) * Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00 **Documentary Stamp Taxes - P30.00 ***Legal Research Fee-1% of the Filing Fee for amendment (P10.00)	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s ****** Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
Proceeds to EO Counter for presentation of documents requirements with proof of payment	documentary requirements	None	10 minutes	Administrative Officer II Securities Specialist I Securities Specialist II
Waits for the issuance of s Certificate	igned 6. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws	None	5-10 minutes	Administrative Officer II Confidential Assistant III
	6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws		10 minutes	Director/Officer-in-Charge
	6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws		5 minutes	Administrative Assistant II Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minutes	Administrative Assistant II Confidential Assistant II
TOTAL		Filing Fees: Amendment of Articles of Inc. or By-laws: P1,040.00 (*+**+***) If Amendment of Articles of Inc. and By- laws: P2,080.00 (*+*+**+***+***) * Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00	2 hours and 35 minutes	
		Documentary Stamp Taxes - P30.00 *Legal Research Fee- 1% of the Filing Fee for amendment (P10.00) **** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		******Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships. As of the moment Amendments are still processed in Iloilo except whose files were already transferred to Bacolod Extension Office.

Office or Division:	SEC Bacolod Extension Office	(SEC-BACEO)		
Classification:	Simple			
Type of Transaction:	G2B – Government to Business;	G2C- Government to Client		
Who may avail:	All registered partnerships through	gh their Authorized Representatives		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Basic Requirements (1 set original and 3 sets photocopies) 1. Cover Sheet; and		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Extension Office and or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Amended Articles of Partnership		Any of the partner		
Additional Requirements				
Endorsement from other gover (1 original	nment agencies, if applicable	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas		
If the provision to be amended submit:	is the partnership name,			
a. Name Verification Slip (1 original)		Name verification slip may be secured manually through Officer of the Day of the Extension Office		

b. Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)

If the provision to be amended is the change of partners, submit:

b. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)

If provision for amendment is to have foreign equity of a registered partnership, submit:

b.) F-106

If provision for amendment is to further increase the foreign equity of a registered partnership, submit:

b.) F-107

May secure copy from the Officer of the Day of the Extension Office

May secure copy from the Officer of the Day of the Extension Office

Assignee and Assignor Partners

May secure copy from the Officer of the Day of the Extension Office or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

May secure copy from the Officer of the Day of the Extension Office or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If partnership name is for amendment:	The form is forwarded to Iloilo extension office for verification	P 100.00 per proposed partnership/trade		
1.1. Fills out Name Verification Form		name/s	5 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2. *Waits for approval from Iloilo If name is rejected, registrant may appeal for the proposed partnership name	Once approved/denied, EO staff will text or call the contact person as indicated in the slip.		10-20 minutes	Administrative Assistant II
For pre-processing, secures queuing number from the security guard, if called proceeds to EO Counter for presentment of documentary requirements	Verifies completeness of amendment requirements 2.1. If documents are complete: 2.1.1.Accepts documents for assignment to processors 2.2. If documents are incomplete:	None	10 minutes	Information Officer
	2.2.1.Returns documents to clients for compliance		10 minutes	
Waits for the partnership's name to be called by the assigned EO processor	3. Processes and evaluates application for amendment 3.1. If compliant, processor issues Payment Assessment Form 3.2. If non-compliant, issues a	None	30 minutes or more (depending on the complexity of the documentary requirements)	Administrative Officer II Securities Specialist I Securities Specialist II
4. Pays the filing fee	checklist for compliance 4. Issues the Official Receipt and validates the Payment Assessment Form	Filing Fees:	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of		
		Articles		
		Partnership:		
		P2,050.00		
		(*+**+***)		
		*Amended		
		Articles of		
		Partnership		
		**Documentary		
		Stamp Taxes -		
		P30.00		
		***Legal		
		Research Fee-		
		1% of the Filing		
		Fee for		
		amendment		
		(P20.00) **** Amendment		
		with		
		partnership/trade		
		names, with		
		additional		
		P100.00 per		
		reserved		
		corporate/trade		
		name/s		
		*****Amendment		
		with Deed of		
		Assignment of		
		Partner's Interest		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			- P2,000.00 per Deed ******Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00 *******Amendmen t by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
р	Proceeds to EO Counter for resentation of documentary equirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	10 minutes	Administrative Officer II Securities Specialist I Securities Specialist II
	Vaits for the issuance of signed Certificate	Prepares the Certificate of Amended Articles of Partnership	None	5-10 minutes	Administrative Officer II Confidential Assistant III
		6.1. Signs the Certificate of Amended Articles of Partnership		10 minutes	EO OIC
		6.2. Encodes signed Certificate of Amended Articles of Partnership		5 minutes	Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Confidential Assistant III
7. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Partnership	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minutes	Administrative Officer II Confidential Assistant III
TOTAL		Filing Fees: Amendment of Articles Partnership: P2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00)	2 hours and 15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**** Amendment with partnership/trad e names, with additional P100.00 per reserved corporate/trade name/s ******Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed *******Amendmen t of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00 ********Amendme nt by increasing foreign equity		
		FIA forms		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(P3,000.00 with LRF of P30.00)		

3. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash only.

Office	or Division:	SEC Bacolod Extension C	Office (SEC-BACEO)		
Classi	fication:	Highly Technical			
Type o	of Transaction:	G2B – Government to Business			
Who m	nay avail:	Corporations duly registere	d at Securities and Exchange Commission		
	CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE		
Basic	requirements (2 sets original, 3	sets photocopies)			
1.	Cover sheet		May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL		
2.	Signed and notarized Director documentary stamps on one of		http://www.sec.gov.ph/wp- content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
3.	Signed and notarized Secretary's Certificate on non- existence of intra-corporate dispute with documentary stamps on one original set		Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp- content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf		
4.	Signed and notarized Applicat Capital Stock	ion for Increase of	, – – – – – , –		
a.	Signed and Notarized Treasure documentary stamps on one of		No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)		
b.	List of stockholders of record approving the increase, indica and their respective subscribe the present authorized capital	ting their nationalities d and paid-up capital on	To be provided by the applicant		

- oath by the corporate secretary with documentary stamps on one original set
- c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set

5. Amended Articles of Incorporation

Additional Requirements

- 1. Endorsement from other government agencies, if applicable (1 original)
- If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set
- 3. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set
- 4. Special Audit Report
 - a. For companies with secondary licenses
 - b. Where payment to subscription to the increase is more than P50,000,000.00 *otherwise*, Subscription contract executed under oath among stockholder/s, treasurer

Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights./pdf

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas

- B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
- C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

May secure copy from the Public Assistance Desk or may download from SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
For guidance, refer to Memorandum Circular No. 6 series of 2012

and president for the corporation, stating the number of additional shares subscribed to and paid for with documentary stamps on one original set

Note: Per Memorandum Circular No. 11 Series of 2016

5. For RURAL BANKS:

- a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP
- b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification

Bangko Sentral ng Pilipinas

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures number from the guard on duty. Submits application and amendment documents.	Calls the number, examines whether the application submitted are complete 1.1. Retrieves the corporate file and checks the reports submitted 1.1.1.For corporations with updated reports, client is advised when to	None	30 minutes	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	follow-up application. 1.1.2. If reports are not current, client is advised to submit lacking reports first before application may be processed 1.2. Securities Specialist examines whether the reports and application submitted are complete in form and in substance. 1.2.1.		Within 16 working days	Securities Specialist I Securities Specialist II
	1.3. If there are deficiencies, the specialist/counsel contacts the client and sets an appointment for the discussion of the deficiencies		1 hour (depending on the complexity of the application)	
2. Returns on assigned date	2. If reports, application and amendment are complete and in order, the Securities Specialist/and or Counsel issues a Monitoring Sheet and approves the application	None	20 minutes	Securities Specialist I Securities Specialist II Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	for payment and directs the client to the Cashier for the payment of fees for the application and amendment, and the payment of penalty, if any 2.1. If application is for compliance, specialist	None	30 minutes	Securities Specialist I Securities Specialist II
	and/or counsel prepares checklist of deficiencies and informs the applicant to comply.			Director/Officer-in-Charge
Pays the filing fees and penalty, if any	3. Issues the Official Receipt	For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF of P10.00 For the increase: a. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher b. For corporation without par value	15 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher c. Legal Research Fee equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 d. Documentary Stamp tax of P60.00 e. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
Proceeds to EO Counter for presentation of proof of payment	4. Receives and verifies proof of payment 4.1. Receives the complete application requirements and issues Order of Payment	None	20 minutes	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Prepares the report on application for increase in capital and forwards all application and amendment documents and corporate file to Records Unit for recording		30 minutes	Securities Specialist I Securities Specialist II Administrative Officer II
	4.3. Forwards recorded corporate file and application documents to Office of the Director		5 minutes	Administrative Officer II Confidential Assistant III
	4.4. Evaluates the final report, reviews the application		1 hour (depending on the complexity of the application)	Director/Officer-in-Charge
	4.4.1.If complete, the application is forwarded to the Confidential Assistant			
	4.4.2.Otherwise, returned to processor for correction			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4.3. Confidential Assistant prepares the certificates		10 minutes	Confidential Assistant III
	4.4.4. Signs the certificates		10 minutes	Director/Officer-in-Charge
5. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Amended Articles of Incorporation and/or Increase of Capital Stock	5. Releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock	None	10 minutes	Administrative Assistant II Confidential Assistant III
TOTAL		For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF of P10.00 For the increase: c. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher	16 days, 5 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		d. For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher e. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 f. Documentary Stamp tax of P60.00 g. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00	HIVIE	

4. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furnitures / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Office or Division:	SEC Bacolod Extension Office (SEC-	BACEO)
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Corporations duly registered at Securities	es and Exchange Commission
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

Basic requirements (2 sets original, 4 sets photocopies)

- 1. Cover sheet
- 2. Signed and notarized Director's Certificate with documentary stamps on one original set
- Signed and notarized Secretary's Certificate on non- existence of intra-corporate dispute with documentary stamps on one original set
- 4. Signed and notarized Application for Increase of Capital Stock
 - a. Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set
 - b. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary with documentary stamps on one original set
 - c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set
- 5. Amended Articles of Incorporation

May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover Sheet for Amendment.pdf

Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)

To be provided by the applicant

EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf

Additional Requirements	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
Endorsement from other government agencies, if applicable (1 original)	B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set	May secure copy from the Public Assistance Desk or may download from SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
 If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set Note: Per Memorandum Circular No. 11 Series of 2016 	
6. For RURAL BANKS: a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	Bangko Sentral ng Pilipinas
ADDITIONAL REQUIREMENTS depending on the mode of payment	

7. Conversion of Advances / Liabilities to Equity	
7.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the Applicant.
7.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in AFS	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
7.3 Deed of Assignment of advances / liabilities	To be provided by the Applicant.
8. Stock Dividends	
8.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary	To be provided by the Applicant.
8.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
8.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct	To be provided by the Applicant.
8.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Applicant.
8.5 Reconciliation of Retained Earnings	Refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf

9. Land, buildings / condominium units	
9.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant	To be provided by the Applicant.
9.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
9.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
9.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
9.5 Deed of Assignment	To be provided by the Applicant.
9.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
9.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.

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	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures number from the guard on duty. Submits application and amendment documents.	1. Calls the number, examines whether the application submitted are complete 1.1. Retrieves the corporate file and checks the reports submitted 1.1.1.For corporations with updated reports, client is advised when to follow-up application. 1.1.2.If reports are not current, client is advised to submit lacking reports first before application may be processed	None	30 minutes – 1 hour	Securities Specialist I Securities Specialist II
		1.2. Securities Specialist examines whether the reports and application submitted are complete in form and in substance.		Within 16 working days	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2.1. If there are deficiencies, the specialist/counsel contacts the client and sets an appointment for the discussion of the deficiencies		1 hour (depending on the complexity of the application)	
2. Returns on assigned date	2. If reports, application and amendment are complete and in order, the Securities Specialist/and or Counsel issues a Monitoring Sheet and approves the application for payment and directs the client to the Cashier for the payment of fees for the application and amendment, and the payment of penalty, if any	None	30 minutes	Securities Specialist I Securities Specialist II Director/Officer-in-Charge
	2.1. If application is for compliance, specialist and/or counsel prepares checklist of deficiencies and informs the applicant to comply.	None	30 minutes	Securities Specialist I Securities Specialist II Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fees and penalty, if any	3. Issues the Official Receipt	For the amendment: c. Amended Articles of Incorporation – P1,000.00 d. LRF of P10.00 For the increase: f. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscribed capital stock, whichever is higher g. For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher c. Legal Research Fee equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00	15 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		i. Documentary Stamp tax of P60.00 j. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
Proceeds to EO Counter for presentation of proof of payment	4. Receives and verifies proof of payment 4.1. Receives the complete application requirements and issues Order of Payment	None	20 minutes	Securities Specialist I Securities Specialist II
	4.2. Prepares the report on application for increase in capital and forwards all application and amendment documents and corporate file to Records Unit for recording		1 hour minutes	Securities Specialist I Securities Specialist II Administrative Officer II
	4.3. Forwards recorded corporate file and		5 minutes	Administrative Officer II Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application documents to Office of the Director			
	4.4. Evaluates the final report, reviews the application		2 hours (depending on the complexity of the application)	Director/Officer-in-Charge
	4.4.1.If complete, the application is forwarded to the Confidential Assistant			
	4.4.2.Otherwise, returned to processor for correction			
	4.4.3.Confidential Assistant prepares the certificates		10 minutes	Confidential Assistant III
	4.4.4.Signs the certificates		10 minutes	Director/Officer-in-Charge
5. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Amended Articles of	5. Releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock	None	10 minutes	Administrative Assistant II Confidential Assistant III

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	For the amendment: h. Amended Articles of Incorporation – P1,000.00 i. LRF of P10.00 For the increase: j. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher k. For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher	16 days, 7 hours, 10 minutes	
	AGENCY ACTIONS	For the amendment: h. Amended Articles of Incorporation – P1,000.00 i. LRF of P10.00 For the increase: j. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher k. For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital	For the amendment: h. Amended Articles of Incorporation – P1,000.00 i. LRF of P10.00 For the increase: j. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher k. For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		I. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 m. Documentary Stamp tax of		
		P60.00 n. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

5. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information

Office or Division:	SEC Bacolod Extension Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Registered Partnerships, Domestic C	Corporations, and Licensed Foreign Corporations
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE
SEC FORM 2015-001 (1 Origina Monitoring Clearance (1 photocons) * Primary Licenses * Lending * Foundation	•	SEC EO SEC EO MSRD CGFD
•	ary Licenses, attach the Articles of ed Articles of Incorporation, if any	Corporate Secretary or at www.secexpress.ph
For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any		Corporate Secretary or at www.secexpress.ph

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a queuing number from the guard on duty	Calls the number and assists the client	None	3 minutes	Computer Operator Administrative Assistant II Information Officer
2.	Waits for the processing of request	2. Receives application	None	5-10 minutes	Specialist I Specialist II Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. Verifies the status of corporation through CIS-URDB		3 minutes	Administrative Assistant II
	2.2. Monitoring of compliance with SEC reports and other SEC requirements		3 hours and 25 minutes or more depending on the complexity of the of the deficiencies and violations	Specialist I Specialist II Confidential Assistant III Administrative Assistant II
	2.3. If application is cleared, issues Payment Assessment Form	Certification Fee – P500 Documentary Stamp Tax – P30	5 minutes	
	2.4. If not cleared, issues a checklist for compliance		10-20 minutes	
3. Pays the Certification Fee	Issues the Official Receipt and validates the Payment Assessment Form		5 minutes	Cashier
	3.1. Prints the Certificate of No Derogatory Information through the CIS-URDB.		5 minutes	Specialist I Specialist II
	3.2. Reviews the application and signs the Certificate of No Derogatory Information.		5 minutes	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receives the certification	Seals the Certificate of No Derogatory Information with the SEC logo	None	2 minutes	Confidential Assistant III
	4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.		2 minutes	Confidential Assistant III
TOTAL		P530.00	4 hours and 20 minutes	

6. Issuance of Certification as to Status of a Registered Corporation

This service details the procedure on Issuance of Certification as to Status of a Registered Corporation.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Registered Partnerships, Domes	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations		
CHECKLIST OF	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
Monitoring Clearance EO		EO		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures number from the guard on duty. Fills out form for request (FOI form)	Receives request, checks status of entity in the SEC database and index card, and retrieves the corporate file. 1.1. If monitoring clearance is available, directs client to Cashier for payment of fees 1.2. If there is no monitoring clearance, client is advised to go through procedure for monitoring of domestic corporations	None	30 minutes	Administrative Assistant II Information Officer Computer Operator
Presents the request form to Cashier and pays the filing fee	2. Issues the official receipt (OR)	a. Certification Fee – P500.00	10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. Documentary Stamp Tax – P30.00		
Presents the proof of payment (OR) and request form	Receives the request form and OR. Advises the client to follow-up certification within 2 days	None	5 minutes	Administrative Assistant II Information Officer Computer Operator
	3.1. Prints the Certification as to Status and forwards certification and corporate records to the Office of the Director		Within 1 day from receipt of clearance	Administrative Officer II Confidential Assistant III
	3.2. Signs the certification		10 minutes	Director/Officer-in-Charge
	3.3. Forwards the signed certification and corporate records to Records Unit		5 minutes	Confidential Assistant III
4. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certification as to Status	Releases signed Certification as to Status	None	10 minutes	Administrative Officer II Confidential Assistant III
TOTAL		a. Certification Fee – P500.00 b. Documentary Stamp Tax – P30.00	1 day, 1 hour, 10 minutes	

7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business; G2C – Government to Citizen		
Who may avail:	All Government Agencies		
CHECKLIST OF R	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
1. FOI form (1 copy)	May secure copy from the Public Assistance Desk		
2. Photocopy of any government issued ID (1 copy) To be provided by Applicant		To be provided by Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queuing n from the guard on du up FOI form		None	30 minutes	Administrative Officer II Administrative Assistant II Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. If available, directs client to Cashier for payment of fees			
Presents the FOI form to Cashier and pays the fee for request	2. Issues the official receipt	For CTC/set: a. Articles of Incorporation – P200 By-Laws – P200 Articles of Partnership – P200 Amended Articles of Incorporation – P200 Amended By-Laws – P200 Amended Articles of Partnership – P200 Increase in Capital Stock – P200 GIS – P100 FS – number of pages x P10.00 plus service fee P50 Certificate of Registration – P50 b. Documentary Stamp Tax – P30/set For Plain Copy c. Articles of Incorporation – P100 By-Laws – P100	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Articles of Partnership – P100 Amended Articles of Incorporation – P100 Amended By-Laws – P100 Amended Articles of Partnership – P100 Increase in Capital Stock – P70 GIS – P25 FS – number of pages x P10.00		
Presents the original receipt to EO Counter	3. Prepares the requested documents			Administrative Officer II Administrative Assistant II Computer Operator
	3.1. If plain copy, prints the documents		10 minutes/document	
	3.2. If authenticated copy, prints and stamps the documents		30 minutes/document	
	3.3. Releases signed CTC or ordinary copy		5 minutes	
TOTAL	3383	For CTC/set:	For CTC: 1 hour, 10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	AGENCY ACTIONS	a. Articles of Incorporation – P200 By-Laws – P200 Articles of Partnership – P200 Amended Articles of Incorporation – P200 Amended By-Laws – P200 Amended Articles of Partnership – P200 Increase in Capital Stock – P200 GIS – P100 FS – number of pages x P10.00 plus service fee P50 Certificate of Registration – P50 b. Documentary Stamp Tax – P30/set For Ordinary Copy c. Articles of Incorporation – P100	For Ordinary Copy: 50 minutes	PERSON RESPONSIBLE
		By-Laws – P100 Articles of Partnership – P100		

Amended Articles of Incorporation – P100 Amended By-Laws – P100 Amended Articles of Partnership – P100 Increase in Capital Stock – P70 GIS – P25 FS – number of pages x P10.00	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Incorporation – P100 Amended By-Laws – P100 Amended Articles of Partnership – P100 Increase in Capital Stock – P70 GIS – P25 FS – number of pages		

8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Bacolod Extension Office	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
None		None

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number from the guard on duty, and proceeds to EO Counter	Calls the number and assists the client	None	2 minutes	EO Frontline Staff Information Officer
2.	Presents concern/s, query or complaint 2.1. Presents verbal or written complaint	2. For verbal assistance: Renders advice depending on the nature of the concern/query; or hands out the requested checklist of requirements, guidelines, or sample forms;	None	30 minutes (depending on complexity of issue raised)	EO Frontline Staff
		2.1. For written complaint: Endorses written complaint to the Office of the Director and advises party to expect feedback within three (3) working days		5-10 minutes	Information Officer

	2.2. Prepares and signs answer to the complaint		Within 2 1/2 days from receipt of written complaint	Director/Officer-in-Charge
	2.3. Endorses signed answer to Administrative Assistant I for personal delivery or for mailing through postal service or courier service		5-10 minutes	Confidential Assistant III
TOTAL		None	For verbal: 32 minutes or more For written: 2 days, 12 hours, 22 minutes	

9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	General Public		
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE	
1. If reports/reportorial requirements, bring 5 sets/copies.			
Otherwise, no other require	ments needed.		

Option 1 – Walk-in submission of reports/reportorial requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client proceeds to the receiving and releasing counter of any Extension Office; gets queue number and waits to be called	1. Calls on the client's number	None	2 minutes	EO Frontline Staff-SEC Computer Operator/Administrative II/Administrative I (alternate)
Presents 5 sets/copies of documents	Encodes document, prints barcode page, and attached barcode page to each copy	None	5 minutes/doc	EO Frontline Staff-SEC Computer Operator/Administrative II/Administrative I (alternate)
TOTAL		None	7 minutes	

10. Registration of Corporations with 2-4 Incorporators Through Interim System

This service details the procedure on registration of corporations consisting of 2-4 incorporators pursuant to Section 10 of the Revised Corporation Code (RCC).

Office or Division:	SEC Bacolod Extension Office (SEC-BA	ACEO)
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2B – Gove	rnment to Business
Who may avail:	All Natural and Juridical persons and their	representatives
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE
Basic Requirements (2 sets origina	I, 2 sets photocopy)	SEC Extension Office
1.) Cover Sheet 2.) Articles of Incorporation 3.) Treasurer's Affidavit (for 2-4 only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI)) 4.) By-Laws Additional Requirements 1.) Foreign Investments Act Form 100 (for stock corporations with		 Interim System: https://apps004.sec.gov.ph/8001/application Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf
,	ity) whose paid-up capital is CASH	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Logs on to website to submit the proposed company name and input details of the articles of incorporation and submits the said application	 Processor will review the application and will be advised of the status through the email address indicated in the application If status is disapproved, applicant has to comply with the requirements set forth by the reviewing officer indicated on the disapproval notice If status of application form is approved, applicant is directed to pay the registration fees specified on the payment assessment form, and submit proof of payment, signed and notarized hard copies of the registration documents to the selected SEC Office within thirty (30) calendar days from 	None	Within 1 working day	SEC Specialist II SEC Specialist II Confidential Assistant III

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			the date of payment of registration fees.			
2.	Prepares necessary documents containing the same information as the inputted details	2.	None	None	None	Applicant/Registrant
3.	Pays for the registration fee as indicated in the payment assessment form	3.	Issues OR and validates the payment assessment form	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher	10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		D 1 (1 ()		
		By-Laws for both stock and non-		
		stock corporations:		
		P 1,000		
		Articles of		
		Incorporation for		
		non-stock		
		<u>corporation:</u> P		
		1,000 Foreign		
		Investments Act		
		(FIA) Form 100:		
		P3,000.00		
		Company Name		
		Reservation:		
		P100.00		
		Each additional trade name/s:		
		P100.00		
		<u>Documentary</u>		
		<u>Stamp Tax</u> : P30.00		
		Legal Research		
		Fee (LRF): 1% of		
		the Filing Fee but		
		not less than Ten Pesos (P 10.00)		
4. Presents the 4 sets of signed and	4. Compares physical	None	15-30 minutes	SEC Specialist I/ SEC
notarized registration documents	registration documents to	INOTIO	10 00 11111111111003	Specialist II
and proof of payment (within 30	details encoded by			Confidential Assistant III
	applicant/registrant in the			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
days from date of payment of registration fees)	system and inputs payment details in the CoRes system 4.1. If documents are found to be proper, it is stamped received for processing 4.2. If there are discrepancies in the physical document and in the details in the system, the client is requested to make the necessary corrections			
	 4.3. Informs the client to follow-up within 1 day 4.4. Forwards to Office of the Director/OIC. Reviews the application and if in order, approves the printing of the 		15-30 minutes	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Registration; otherwise, the application is returned to processor for correction 4.5. If no correction, the Director/OIC			
	approves the printing of the Certificate of Registration			
	4.6. Prints Certificate of Registration and enters company details in the SEC EO Masterlist		5 minutes	Confidential Assistant III Cashier Administrative Officer II
	4.7. Signs the certificate		5 minutes	Director/Officer-in-Charge
5. Presents original receipt to the assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration	Releases signed Certificate of Registration	None	5 minutes	Confidential Assistant III Administrative Assistant II
TOTAL		For stock corporation based on the	1 day, 1 hour, 25 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws: P 1,000 Foreign Investments Act (FIA) Form 100:		
		P3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company Name Reservation:		
		P100.00		
		Each additional		
		trade name/s:		
		P100.00 Documentary		
		Stamp Tax:		
		P30.00		
		<u>Legal Research</u>		
		Fee (LRF): 1% of the Filing Fee but		
		not less than Ten		
		Pesos (P 10.00)		

11. Registration of One Person Corporations Through Interim System (Pursuant to Section 10 of RCC)

This service details the procedure on registration of one person corporations pursuant to Section 10 of the Revised Corporation Code (RCC).

Office or Division:	SEC Bacolod Extension Office (SEC-BAC	CEO)		
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2B – Government to Business			
Who may avail:	All Natural and Juridical persons and their representatives			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		WHERE TO SECURE		
Basic Requirements (2 sets original, 2 sets photocopy)		SEC Extension Office		
 Cover Sheet Articles of Incorporation Acceptance of Nominee and Alternate Nominee 		 Interim System: https://apps004.sec.gov.ph:8001/application Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf 		
Additional Requirements 1. Foreign Investments Act Form 100 (with more than 40% foreign equity) whose paid-up capital is CASH				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Logs on to website to submit the proposed company name and input details of the articles of incorporation and submits the said application	Processor will review the application and will be advised of the status through the email address indicated in the application	None	Within 1 working day	SEC Specialist I SEC Specialist II Confidential Assistant III

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		 1.1. If status is disapproved, applicant has to comply with the requirements set forth by the reviewing officer indicated on the disapproval notice 1.2. If status of application form is approved, applicant is directed to pay the registration fees specified on the payment assessment form, and submit proof of payment, signed and notarized hard copies of the registration documents to the selected SEC Office within thirty (30) calendar days from the date of payment of 			
2.	Prepares necessary documents containing the same information	registration fees. 2. None	None	None	Applicant/Registrant
	as the inputted details				
3.	Pays for the registration fee as indicated in the payment assessment form	Issues OR and validates the payment assessment form	Based on the authorized capital stock:	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		With par value: 1/5		
		of 1% of the		
		authorized capital		
		stock but not less		
		than P 2,000 or the		
		subscription price of		
		the subscribed		
		capital stock		
		whichever is higher		
		Without par value:		
		1/5 of 1% of the		
		authorized capital		
		stock computed at		
		P100 per share but not less than P		
		2,000 or the issue value of the		
		subscribed capital		
		stock whichever is		
		higher		
		Foreign Investments		
		Act (FIA) Form 100:		
		P3,000.00		
		Company Name		
		Reservation:		
		P100.00		
		Each additional		
		trade name/s:		
		P100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00)		
4. Presents the 4 sets of signed and notarized registration documents and proof of payment (within 30 days from date of payment of registration fees) 4. Presents the 4 sets of signed and notarized registration documents and proof of payment of payment (within 30 days from date of payment of registration fees)	 4. Compares physical registration documents to details encoded by applicant/registrant in the system and inputs payment details in the CoRes system 4.1. If documents are found to be proper, it is stamped received for processing 4.2. If there are discrepancies in the physical document and in the details in the system, the client is requested to make the necessary corrections 4.3. Informs the client to follow-up within 1 day 	None	10-20 minutes	SEC Specialist I/ SEC Specialist II Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 4.4. Forwards to Office of the Director/OIC. Reviews the application and if in order, approves the printing of the Certificate of Registration; otherwise, the application is returned to processor for correction 4.5. If no correction, the Director/OIC approves the printing of the Certificate of Registration 		10-20 minutes	Director/Officer-in-Charge
	4.6. Prints Certificate of Registration and enters company details in the SEC EO Masterlist		5 minutes	Confidential Assistant III Cashier Administrative Officer II
	4.7. Signs the certificate		5 minutes	Director/Officer-in-Charge
5. Presents original receipt to the assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration	Releases signed Certificate of Registration	None	5 minutes	Confidential Assistant III Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00	1 day, 1 hour	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Legal Research Fee</u> (<u>LRF)</u> : 1% of the Filing Fee but not		
		less than Ten Pesos (P 10.00)		

12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All registered domestic corporations through their	Authorized Representatives
CHECKLI	ST OF REQUIREMENTS	WHERE TO SECURE
thereto (duly stamped receive 2) Copy of the Latest due Generathereto (duly stamped/receive 3) Copy of the Certificate of Incomposition and Amended Articles or By-laws Articles of Incorporation and Copy of Registration of Stoces 5) Copy of the latest Confirmate 6) Other documents (per monite 7) Secretary's Certificate explass Sheet; 8) Secretary's Certificate of No 9) Secretary's Certificate (Claricate) Affidavit of the Corporate Second Same/Auditor);	eral Information Sheet and any amendments yed by SEC) corporation and latest Certificate of filing of s (if any) together with copies of the latest d By-laws ek and Transfer Book/Membership Book ion of Payment (COP), if any corer's instructions) such as: ining the double filing of General Information Intra-Corporate Dispute; fication) ecretary (Anti-Dummy Law/One and the I Statements when the gross revenue/total Pesos (P5,000,000)	To be provided by client

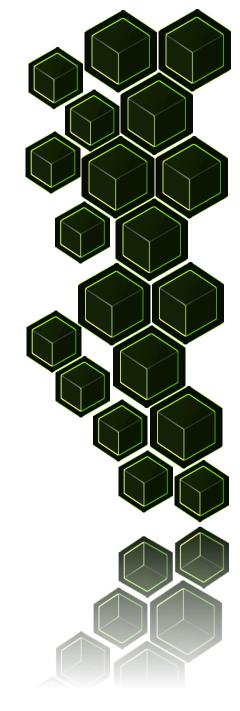
CL	LIENT STEPS	AGI	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
fille for the	abmits completely ed-up "Request "Monitoring" and e required cuments	1. Pre-evalua	tes required documents	None	10 minutes	Monitoring Specialists: SEC Specialist I/ SEC Specialist Ii Confidential Assistant Iii/Cashier (As Alternate)
		the sa with th	uments are not complete, me are returned together ne checklist of the ements;		5-10 minutes	Monitoring Specialists
		1.2. If the creques acknown	documents are complete the st is accepted and issues an wledgement receipt ting the date of return		5-10 minutes	Monitoring Specialists
		1.3. Prints Docun provid	system generated nent Index List (DIL), or e folder file with the Manual List (MIL) and submits the		5-10 minutes	Director/Officer-in-Charge
		same 1.4. Assigr	to OIC/EO Director ns DIL, MIL or MSh with ed documents/folder file to		5 minutes	Monitoring Specialists
		a parti (MS)	cular monitoring specialist	Guidelines on the Imposition of fines or penalties for	30 - 60 minutes on average per corporation	Monitoring Specialists Director/Officer-in-Charge
		deficie	mines compliance, encies and violations, res the Monitoring Sheet	noncompliance with reportorial requirements; Memorandum Circular	or more depends on the complexity of the	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	(MSh) and will be submitted to the EO Director/Officer-in-Charge for review and signing	No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	deficiencies and violations	
2. Returns on assigned day	 Presents the findings to the applicant Note 1: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed. If there are no deficiencies, the MSh prepared by the MS will indicate such finding and will be directly submitted to the EO Director/Officer-in-Charge for review and signing. 		30 – 1 hour or more depends on the complexity of the matter 5-10 minutes	Monitoring Specialists Monitoring Specialists EO Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2.1. The MSh will be provided to the client and should be signed received		5 minutes	Monitoring Specialists
	If client agrees to the findings presented, MSh will be provided to them and should be signed received			
3. Pays the assessed fines and penalties	Receives payment of assessed fines and penalties and issues official receipt (OR)	Depends on the assessed fines	5 -10 minutes	Cashier
	3.1 Prepares the Confirmation of Payment, submits to Director/Officer-in-Charge for review and signing and releases the COP to client		5 -15 minutes	Monitoring Specialists/Frontline Staff
TOTAL		Depends on the assessed fines	3 hours and 25 minutes	

ILOILO CITY SEC - EXTENSION OFFICE

SEC Building, Gen. Hughes St., Ilollo City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

Off	ice or Division:	SEC Iloilo Extension Office (SEC	-IEO)		
Cla	ssification:	sification: Simple and Complex			
Тур	e of Transaction:	G2B – Government to Business			
Wh	o may avail:	All registered domestic corporations	s through their Authorized Representatives		
	CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
	Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) -1 set original and 3 sets photocopies		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of the SEC IEO or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/		
1.	Amended Articles of Incorpo	ration/By-laws			
2.	2. Directors' or Trustees' Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names				
3.	3. Notarized Secretary's Certificate on no pending case of intra- corporate dispute				
4.	EO Monitoring Officer Cleara	nce	SEC Extension Office		

Additional Requirements

- 1. Clearance from other SEC departments, if applicable
 - -For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (1 original copy)
 - -For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)
 - 2. Endorsement from other government agencies, if applicable (1 original copy)

If the provision to be amended is the corporate name, submit: a. Name Verification Slip (1 original)

b. Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)

If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:

c.) F-101

Corporate Governance and Finance Department (CGFD)

Markets and Securities Regulation Department (MSRD)

BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission

C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

Name verification slip may be secured manually through the SEC Extension Office by the verifying officer;

May secure copy from the Public Assistance and Complaint Desk/EO Counter

May secure copy from the Public Assistance and Complaint Desk or may download through the SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:

c.) F-102

May secure copy from the Public Assistance and Complaint Desk or may download through the SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	If corporate name is for amendment: 1.1. Fills out Name	Approves or denies proposed name/s or trade name/s	P100.00 per proposed corporate/trade name/s	10 minutes per application	SEC Administrative Officer II
	Verification Forms (Verifies, reserves or company name with or without trade name/s)	1.1. Approves or denies appeal for the proposed name/s or trade name/s		15 minutes per application	SEC Administrative Officer II SEC Director
	If name is rejected, registrant may appeal for the proposed corporate name				
2.	For pre-processing, proceeds to EO Counter for presentation of documentary requirements *	Accepts documents for assignment to EO processors	None	5-10 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
	,	2.1 Pre-processess assigned application		10-20 minutes	Securities Counsel II
		2.1.1 If non-compliant, issues a checklist for compliance			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the corporation's name to be called by the assigned EO processor	Processes and evaluates application for amendment	None	4 days per application (depending on the complexity of the documentary requirements)	SEC Securities Counsel II
	3.1. If compliant, issues Payment Assessment Form			Securities Specialist II SEC Administrative Assistant II
4. Pays the filing fee	Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles of Inc. or By-laws: PHP 1,060.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+**+***+****) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00	5-10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Taxes – PHP 30.00 *Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	5-10 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Incorporation and/or Bylaws	None	5-10 minutes per application	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws		1 hour per application	Securities Counsel II EO Director
7. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	7. Releases signed Certificate of Amended Articles of Incorporation and/or Bylaws	None	5 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		P100.00 per proposed corporate/trade name/s `Filing Fees: Amendment of Articles of Inc. or Bylaws: PHP 1,060.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+**+***+****) *Amendment of	4 working days, 2 hours and 30 minutes from Steps 1 to 7	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Incorporation – PHP		
		1,000.00 Amendment		
		of By-Laws – PHP		
		1,000.00		
		**Documentary		
		Stamp Taxes – PHP		
		30.00		
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment (PHP		
		10.00)		
		****Miscellaneous		
		Fee PHP20.00		
		Amendment with		
		corporate/trade		
		names, with		
		additional PHP		
		100.00 per reserved		
		corporate/trade		
		name/s		
		Amendment by		
		increasing foreign		
		equity FIA forms		
		(PHP 3,000.00 with		
		LRF of PHP 30.00)		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business;G2	2C- Government to Client	
Who may avail:	All registered partnerships through	their Authorized Representatives	
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE	
Basic Requirements (3 copies with a 1. Cover Sheet; and	at least 2 of which are original)	May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/	
Amended Articles of Partnership	p	Any of the partner	
Additional Requirements			
Endorsement from other govern (1 original)	ment agencies, if applicable	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas	
a. Name Verification Slip (1 original b. Affidavit of a partner to change if already stated in the AP) (1 or	e partnership name. (Not required	Name verification slip may be secured manually at the Public Assistance and Complaint Desk/ EO Counter May secure copy from the Public Assistance and Complaint Desk (Ground Floor, IEO Bldg.) Assignee and Assignor Partners	

c. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)

If provision for amendment is to have foreign equity of a registered partnership, submit:

c.) F-106

If provision for amendment is to further increase the foreign equity of a registered partnership, submit:

c.) F-107

May secure copy from the Public Assistance and Complaint Desk or may download through the SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

May secure copy from the Public Assistance and Complaint Desk or may download through the SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If partnership name is for amendment:	Approves or denies proposed name/s or trade name/s	P100.00 per proposed Partnership/trade name/s	10 minutes per application	SEC Administrative Officer II
 1.1 Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) 1.2 If name is rejected, registrant may appeal for 	1.1 Approves or denies appeal for the proposed name/s or trade name/s		15 minutes per application	SEC Administrative Officer II SEC Director
the proposed corporate name				
For pre-processing, proceeds to EO Counter for	Accepts documents for assignment to EO processors	None	5-10 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
presentation of documentary requirements *	2.1 Pre-processess assigned application 2.1.1 If non-compliant, issues a checklist for compliance		10-20 minutes	Securities Counsel II
Waits for the partnership's name to be called by the assigned EO processor	Processes and evaluates application for amendment a. If compliant, issues Payment Assessment Form	None	4 working days per application (depending on the complexity of the documentary requirements)	Securities Counsel II Securities Specialist II SEC Administrative Assistant II
4. Pays the filing fee	Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles Partnership: PHP 2,070.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - PHP 30.00	5-10 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment (PHP		
		20.00)		
		****Miscellaneous Fee:		
		PHP20.00		
		Amendment with		
		partnership/trade		
		names, with additional		
		PHP 100.00 per		
		reserved		
		corporate/trade		
		name/s		
		Amendment with		
		Deed of Assignment		
		of Partner's Interest –		
		PHP 2,000.00 per		
		Deed		
		Amendment of		
		Partnership with		
		Increase in Capital –		
		1/5 of 1% of the		
		Partnership's Capital		
		but not less than PHP		
		2,000.00		
		Amendment by		
		increasing foreign		
		equity FIA forms (PHP		
		3,000.00 with LRF of		
		PHP 30.00)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to EO Counter for presentation of documentary requirements with proof of payment	5. Receives and verifies documentary requirements and proofs of payment	None	10-15 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Partnership and/or Certificate of Assignment of Interest	None	5-10 minutes per application	SEC Administrative Assistant II
	6.1 Signs the Certificate of Amended Articles of Partnership and/or Certificate of Assignment of Interest		1 hour per application	Securities Counsel II EO Director
7. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Partnership	7. Releases signed Certificate of Amended Articles of Partnership and/or Certificate of Assignment of Interest	None	5 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		P100.00 per proposed Partnership/trade name/s	4 working days, 2 hours and 35 minutes	
		`Filing Fees:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of		
		Articles of		
		Partnership: PHP		
		2,070.00 (*+**+***)		
		If Amendment of		
		Articles Partnership:		
		PHP 2,070.00		
		(*+*+**+**+***)		
		*Amendment of		
		Articles of		
		Incorporation 0f		
		Partnership – PHP		
		2,000.00		
		2,000.00		
		**Documentary		
		Stamp Taxes – PHP		
		30.00		
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment (PHP		
		20.00)		
		****Miscellaneous		
		Fee PHP20.00		
		Amendment with		
		Partnership/trade		
		names, with		
		additional PHP		
		100.00 per reserved		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Partnership/trade name/s Amendment by		
		increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	IEO Public Assistance and Help Desk Co	unter
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Partnerships and Corporations duly reco	rded and registered at Securities and Exchange Commission, respectively.
CHECKLI	IST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished requ	est form	Public Assistance and Complaint Desk/ EO Counter
Secretary showing the pres	tified under oath by the Corporate sent capital structure of the Company ationality, no. of shares and amount d-up capital)	To be provided by the Company
3. Secretary's Certificate o dispute	cretary's Certificate on non-existence of intra-corporate ute Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp- content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp	
4. Audited Financial Staten received by SEC and BIR	nents as of the last fiscal year, stamped	To be provided by the Applicant
payment/s to unpaid subsorbares out of the unissued infusion made after the fiscincrease in capital stock not the EO after the application Counsel I	Il Statements, in case there is/are cription/s or additional issuance of authorized capital stock thru cash cal year or after the approval of the ot covered by item 4, to be received by has been reviewed by the Securities	External Auditor to be engaged by the Company
6. Monitoring Clearance		SEC IEO Extension Office
•	ment for Percentage of Ownership	
7. Stock and transfer book verification)	of the corporation (to be presented for	To be provided by the Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the requirements to the Counter Officer for pre-processing	1. Records the application for - pre-processing 1.1. For first time applicants, Assigns the application to an EO specialist 1.1.1. Records the date of submission and forwards the application to the assigned EO specialist 1.2. Advises the client when to follow up the application	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
	1.3. Examines whether the documents submitted are complete in form and in substance. 1.3.1.If application is complete and in order, the assigned EO staff prepares Final Report and submits it to the EO Director for review		6 working days	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*			
	1.3.3.If approved for filing, prepares Payment Assessment Form (PAF)		5-10 minutes	Securities Specialist II SEC Administrative Assistant II
Receives the Payment Assessment Form	2. Issues Payment Assessment Form (PAF) to the applicant	None	3-5 minutes	Securities Specialist II SEC Administrative Assistant II
3. Pays the corresponding filing fees	3. Receives and acknowledges payment	*PHP 1,060 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 Miscellaneous Fee: PHP20.00	5-10 minutes	IEO Cashier
Submits complete application requirements for processing together with the validated PAF	Receives complete application requirement and validated PAF	None	10-15 minutes	SEC Administrative Assistant II SEC Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1 Prepares Certificate of Paid-up Capital		10-15 minutes	SEC Administrative Officer II
	4.2 Initials the Certificate of Paid-up Capital		5-10 minutes	Securities Specialist II
	4.3 Signs the Certificate of Paid-up Capital		5-10 minutes	IEO Director
	4.4 Records the approved Certificates of Paid-up Capital		5-10 minutes	SEC Administrative Assistant II
5. Receives the duly signed Certificate of Paid-up Capital	Releases the signed Certificate of Paid-up Capital	None	5 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		PHP 1,060.00 / copy	6 working days, 1 hour and 40 minutes from steps 1 to 5	

4. Dissolution

This service details the procedure on application for dissolution of domestic corporation, whether stock or non-stock.

Office or Division:	SEC Iloilo Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
		Evolungo Commission		
Who may avail:	Corporations duly registered at Securities and			
	KLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover Sheet		IEO Public Assistance or		
		Downloadable at the SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
2. Directors' Certific	ate for Stock Corporation / Trustees'	IEO Public Assistance or		
Certificate for nor	n-stock corporation	Downloadable at the SEC website through the following URL:		
	-	Directors' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Directors_Certificate.pdf		
		Trustees' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Trustees_Certificate.pdf		
3. Amended Articles	of Incorporation	To be prepared and provided by the Company		
4. Audited Financial	Statements as of the last fiscal year	To be provided by the Company		
stamped received	I by SEC and BIR, EXCEPT			
•	•			
i. Where the applicant ha	as ceased operations for at least one (1)			
year, it shall submit:	•			
a) Audited Financial Statements as of the last fiscal year of				
operation; and				
b) Affidavit of non-operation certified under oath by the President				
and Treasurer				

ii. Where the applicant has no operation since incorporation, it shall	
submit:	
a) Balance Sheet certified under oath by the Treasurer and	
President:	
b) Affidavit of non-operation certified under oath by the President	
· · · · · · · · · · · · · · · · · · ·	
and Treasurer;	
c) Certificate of non-registration issued by the BIR	
iii. Where the applicant is a stock corporation with paid-up of less	
than P50,000, it shall submit its Balance Sheet as of last preceding	
fiscal year certified under oath by the President and Treasurer	
niscar year certified under caur by the Freshaent and freasurer	
iv. Where the applicant is a non-stock corporation with gross	
receipts of less than P100,000 or a total assets of less than	
P500,000, it shall submit its Balance Sheet as of last preceding	
fiscal year certified under oath by the President and Treasurer	
5. Certification under oath by the President and Treasurer	To be prepared and provided by the Company
certifying that:	
i. the dissolution is not prejudicial to the interest of the creditors;	
and	
ii. there is no opposition from any creditors from the time of the last	
publication of the notice of dissolution up to the filing of the	
application for dissolution with the Commission	
6. BIR Tax Clearance Certificate	BIR
7. Publisher's Affidavit of publication of notice of dissolution	Publisher of a newspaper of general circulation
(once a week for three [3] consecutive weeks)	
8. Secretary's Certificate on non-existence of intra-corporate	EO Public Assistance or Downloadable at the SEC website through the following
dispute	URL: http://www.sec.gov.ph/wp-
	content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
9. Endorsement/Clearance from other departments or other	
government agencies, if applicable	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the requirements to the Receiving Section for pre-processing	Receives the application for Dissolution and forwards the same to the Records Section	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
	1.1 Retrieves the corporate file and forwards the same for assignment		1 hour	SEC Administrative Officer II
	1.2 Assigns the application for Dissolution		5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
	1.3 Examines whether the documents submitted are complete in form and in substance.		15 working days	Securities Counsel II Securities Specialist II
	1.3.1 If compliant, stamps ok for payment and request issuance of PAF.			
	1.3.2 Prepares and issues PAF.			
	1.3.3 if application is for compliance, prepares checklist of deficiencies and informs and returns it to the applicant.			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(Returns to step 1 for resubmission)			
		1.4 Prepares report.			
2.	Pays the filing fees	Receives payment and issues Official Receipt		5-10 minutes	IEO Cashier
3.	Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	5-10 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
4.	Waits for the issuance of signed Certificate	Prepares the Certificate of Dissolution	None	5-10 minutes per application	
		4.1 Prepares Certificate			SEC Administrative Assistant II
		4.2 Reviews and approves the application		1 hour per application	Securities Specialist II Securities Counsel II
		4.3 Forwards the approved application to the Releasing Section		5-10 minutes	IEO Director
5.	Receives the duly approved certificate	Releases the duly approved certificate	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
T	OTAL	I	If Stock Corporation – PHP 1,060.00*	15 days, 3 hours and 25 minutes from steps 1 to 5	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		If Non-Stock		
		Corporation – PHP		
		560.00*		
		41 1 2 61 1		
		*Inclusive of Legal		
		Research Fee of		
		PHP 10.00,		
		Miscellaneous Fee		
		PHP20.00 and		
		Documentary		
		Stamp Tax of PHP		
		30.00		

5. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Corporations duly registered at Securities ar	nd Exchange Commission
CHECKLI	IST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet		EO Public Assistance or
		Downloadable at the SEC website through the following URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of	of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the
		Revised Corporation Code (Sections 15 and 37)
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with
		Section 37 of the Revised Corporation Code
4. Directors' certificate		EO Public Assistance or
		Downloadable at SEC website through the following URL:
		Directors' Certificate - http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Directors_Certificate.pdf
		Trustees' Certificate - http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Trustees Certificate.pdf
5. Amended Articles of In	•	To be prepared by the Company
	record as of date of meeting approving	To be prepared by the Company
	their nationalities and their respective	
	p capital on the present authorized	
	under oath by the corporate secretary	
_	on non-existence of intra-corporate	EO Public Assistance or Downloadable at the SEC website through the following
dispute		URL:

		hatta elle anno anno anno anno anno anno anno ann
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at the SEC website through the following
	subscribing shareholders	URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9.	i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year stamped received by BIR and SEC, if payment for subscription	To be provided by the company
	is already reflected therein)	
	ii. SPECIAL AUDIT REPORT, if:	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
	a) listed companies;	at the SEC website through the following URL:
	b) public companies defined in the Securities Regulation Code;	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	c) companies that offer or sell securities to the public;	
	d) companies with secondary license;	
	e) Where payment to subscription to the increase is more than	
	P50,000,000.00	
	otherwise,	
	iii. SUBSCRIPTION CONTRACT executed under oath among	EO Public Assistance
	stockholder/s, treasurer and president for the corporation,	Les i delles
	stating the number of additional shares subscribed to and paid	
	for.	
	Note: Per Memorandum Circular No. 11 Series of 2016	
	iv. For RURAL BANKS:	Bangko Sentral ng Pilipinas
	a) Notarized Certification on payment for subscriptions to be	
	signed by majority of the rural bank's Board of Directors in	
	accordance with the form required by BSP	

b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	
10. If the foreign equity is increased to more than 40%, compliance	Downloadable at the SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance	SEC Extension Office
13. Others	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submits the requirements to the Counter Officer	Records the application for - pre-processing	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
		1.1. For first time applicants, Assigns the application to an IEO processor			
		1.1.1. Records the date of submission and forwards the application to the assigned EO processor			
		1.2. Advises the client when to follow up the application		17 working days	Securities Specialist II and III Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 Examines whether the documents submitted are complete in form and in substance. 			
	1.3.1.If application is complete and in order, the specialist prepares Final Report		5-10 minutes	Securities Specialist II SEC Administrative Assistant II
	1.3.2.If approved for filing, prepares Payment Assessment Form (PAF)			Securities Specialist II and III Securities Counsel II
	1.3.3. If application is for compliance, if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			
Receives the Payment Assessment Form	Issues Payment Assessment Form (PAF) to the applicant	None	5-10 minutes	Securities Specialist II SEC Administrative Assistant II

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS AGENCY ACTIONS Pays the filing fees 3. Receives and acknowledges payment	1. Amended Articles of Incorporation – PHP 1,060* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price	5-10 minutes	IEO Cashier
	of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital		
	3. Receives and acknowledges	3. Receives and acknowledges payment 1. Amended Articles of Incorporation – PHP 1,060* 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the	3. Receives and acknowledges payment 1. Amended Articles of Incorporation – PHP 1,060* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		
		4. Documentary Stamp tax of PHP 60.00 5. Miscellaneous Fee: PHP40.00		
		*Inclusive of LRF of PHP 10.00		
		***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
Submits complete application requirements for processing together with the validated PAF in 4 sets	4. Receives the complete application requirements and validated PAF and advises the client when to follow up its status	None	1 hour	SEC Administrative Assistant II SEC Administrative Assistant I
	4.1 Prepares Certificate of Increase of Capital Stock		10-20 minutes	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and Amendment of Articles of Incorporation 4.2 Signs and approves the		1 hour	Securities Specialist II and III
	application			Securities Counsel II EO Director
	4.3 Forwards the approved application to the Releasing Unit		5 minutes	SEC Administrative Assistant I
 Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation 	5 Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		1. Amended Articles of Incorporation – PHP 1,060*	17 working days, 3 hours and 15 minutes from Steps 1 to 5	
		Plus		
		2. Increase of Capital Stock -		
		**For corporation with par value – 1/5 of 1% of the		
		increase in capital stock but not less		
		than PHP 3,000.00 or the subscription		
		price of the subscribed capital		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock, whichever is		
		higher		
		44.		
		**For corporation		
		without par value –		
		1/5 of 1% of the		
		increase in capital stock computed at		
		PHP 100.00 per		
		share but not less		
		than PHP 3,000.00 or		
		the issue value of		
		the subscribed		
		capital stock,		
		whichever is higher		
		3. LRF -equivalent to		
		1% of the computed		
		filing fee for		
		Increase of Capital Stock but not less		
		than PHP 10.00		
		נוומוו דחד וט.טט		
		4. Documentary		
		Stamp tax of PHP		
		60.00		
		*Inclusive of LRF of		
		PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***For Corporations		
		with FIA Application		
		- Additional PHP		
		3,060, inclusive of		
		LRF of PHP 30.00		
		and DST of PHP		
		30.00		

6. Increase of Capital Stock through Payment other than Cash

This service details the procedure on application for increase of capital stock by way:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furnitures / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities ar	nd Exchange Commission	
CHECKL	HECKLIST OF REQUIREMENTS WHERE TO SECURE		
BASIC REQUIREMENTS			
1. Cover sheet		EO Public Assistance or	
		Downloadable at the SEC website through the following URL:	
		http://www.sec.gov.ph/wp-	
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf	
2. Certificate of Increase of Capital Stock		No Prescribed format. To be prepared by the Company in accordance with the	
		Revised Corporation Code (Sections 15 and 37)	

3.	Treasurer's Affidavit	No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code
4.	Directors' certificate	EO Public Assistance or Downloadable at the SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees Certificate.pdf
5.	Amended Articles of Incorporation	To be prepared by the Company
6.	List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary	To be prepared by the Company
7.	Secretary's Certificate on non-existence of intra-corporate dispute	EO Public Assistance or Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non- subscribing shareholders	EO Public Assistance or Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9.	If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC Form No.F-100.pdf
10.	Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11.	Monitoring Clearance	SEC Extension Office
de	DITIONAL REQUIREMENTS pending on the mode of payment	
	Conversion of Advances / Liabilities to Equity	
12.	1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the company

12.2 A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
verification of the advances to be converted to equity, if not	at the SEC website through the following URL:
reflected in item 12.1	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
12.3 Deed of Assignment of advances / liabilities	To be provided by the Company
13. Stock Dividends	
13.1 List of stockholders entitled to stock dividend with their	To be provided by the Company
respective outstanding shares and the allocation of stock	
dividend certified by the corporate secretary	
13.2 Audited Financial Statements as of the last fiscal year	To be provided by the Company
received by BIR and SEC	
13.3 Secretary's Certificate that on the basis of the computation of	To be provided by the Company
the Finance Officer, the allocation of stock dividends as	
indicated in the Certificate of Increase is in proportion to the	
shareholdings of stockholders as of date of meeting	
approving the dividend declaration or as of record date and	
the treatment of resulting fractional shares, if any, are true	
and correct	
13.4 Secretary's Certificate on the Board's resolution to reverse	To be provided by the Company
the appropriated retained earnings	
13.5 Reconciliation of Retained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008
	downloadable at the SEC website through the following URL:
	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf
14. Land, buildings / condominium units	
14.1 Detailed schedule of property showing the registered owner,	To be provided by the Applicant.
location, area, TCT/CCT no., tax declaration number and the	
basis of transfer value (market value, assessed value or	
zonal value) certified by the company accountant	
14.2 Copy of TCT/CCT and tax declaration sheet certified by	To be provided by the Applicant.
Register of Deeds and Assessor's Office, respectively	
14.3 Latest zonal valuation certified by BIR, if transfer value is	To be provided by the Applicant.
based on zonal value	

	T 1 11 0 A P (
14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
14.5 Deed of Assignment	To be provided by the Applicant.
14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
14.8 Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
15. Untitled Lands	
15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.
15.2 Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
15.3 Latest realty tax receipts	To be provided by the Applicant.
15.4 Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.

15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated	To be provided by the Applicant.
15.7 Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	To be provided by the Applicant.
15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital	To be provided by the Applicant.
15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.
15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.
15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)	To be provided by the Applicant.
15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
15.14 Deed of Assignment	To be provided by the Applicant.

15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-	To be provided by the Applicant.
corporation within one (1) year from the date of receipt of the approval of the application	
16. Inventories / Furniture / Personal Properties	
16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the Applicant.
16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
16.3 Deed of Assignment	To be provided by the Applicant.
17. Heavy equipment and machinery	
17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.
17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.	To be provided by the Applicant.
17.3 Deed of Assignment	To be provided by the Applicant.
17.4 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
18. Shares of Stock	
18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
18.3 Deed of Assignment	To be provided by the Applicant.

18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
18.5 Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.
18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.
18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19. Motor Vehicles	
19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.
19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.
19.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
19.4 Deed of Assignment	To be provided by the Applicant.
19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.
20. Sea Vessel / Aircraft	

20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraise value certified by the company accountant	To be provided by the Applicant.
20.2 Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
20.5 Deed of Assignment	To be provided by the Applicant.
20.6 Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
submit the required proof of transfer within the prescribed period	For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at the SEC website through the following URL:
	http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
21. Intangibles	
21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant
21.3 Appraisal report by an accredited appraisal company or by licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	a To be provided by the Applicant
21.4 Deed of Assignment	To be provided by the Applicant
21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. Net Assets	
22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant

22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant
22.3 Long-form audit report of item no. 22.2	To be provided by the Applicant
22.4 Deed of Assignment of the assets and liabilities	To be provided by the Applicant
22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors	To be provided by the Applicant
22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the Applicant
22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the Applicant
22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant
22.9 Photocopy of stock certificates (present original for verification)	To be provided by the Applicant
22.10 DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
22.11 Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
submit the required proof of transfer within the prescribed period	For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the requirements to the Counter Officer	Records the application for - pre-processing 1.1 For first time applicants, Assigns the application to an IEO processor	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1.1 Records the date of submission and forwards the application to the assigned EO processor			
	1.2 Advises the client when to follow up the application		17 working days	Securities Specialist II and III Securities Counsel II
	1.3 Examines whether the documents submitted are complete in form and in substance.			
	1.3.1 If application is complete and in order, the specialist prepares Final Report		5-10 minutes	Securities Specialist II SEC Administrative Assistant II
	1.3.2 If approved for filing, prepares Payment Assessment Form (PAF)			Securities Specialist II and III Securities Counsel II
	1.3.3 If application is for compliance, if application is for compliance, specialist prepares checklist of			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		deficiencies and informs and returns it to the applicant. Go to Step 1			
2.	Receives the Payment Assessment Form	Issues Payment Assessment Form (PAF) to the applicant	None	5-10 minutes	Securities Specialist II SEC Administrative Assistant II
3.	Pays the filing fees	Receives and acknowledges payment	Amended Articles of Incorporation – PHP 1,060* Plus Increase of Capital	5-10 minutes	IEO Cashier
			Stock - **For corporation with par value – 1/5 of 1% of the		
			increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 6. Documentary Stamp tax of PHP 60.00 7. Miscellaneous Fee: PHP40.00 *Inclusive of LRF of PHP 10.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
4.	Submits complete application requirements for processing together with the validated PAF in 4 sets	4. Receives the complete application requirements and validated PAF and advises the client when to follow up its status	None	1 hour	SEC Administrative Assistant II SEC Administrative Assistant I
		4.1 Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation		10-20 minutes	SEC Administrative Assistant II
		4.2 Signs and approves the application		1 hour	Securities Specialist II and III Securities Counsel II EO Director
		4.3 Forwards the approved application to the Releasing Unit		5 minutes	SEC Administrative Assistant I
5.	Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	5. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL				17 working days, 3 hours and 15	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			minutes from Steps	
		1. Amended Articles	1 to 5	
		of Incorporation –		
		PHP 1,060*		
		Plus		
		2. Increase of		
		Capital Stock -		
		**For corporation		
		with par value -		
		1/5 of 1% of the		
		increase in capital		
		stock but not less		
		than PHP 3,000.00 or		
		the subscription		
		price of the		
		subscribed capital stock, whichever is		
		higher		
		iligilei		
		**For corporation		
		without par value –		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		PHP 100.00 per		
		share but not less		
		than PHP 3,000.00 or		
		the issue value of		
		the subscribed		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		capital stock,		
		whichever is higher		
		3. LRF -equivalent to		
		1% of the computed		
		filing fee for		
		Increase of Capital		
		Stock but not less		
		than PHP 10.00		
		4. Documentary		
		Stamp tax of PHP		
		60.00		
		*Inclusive of LRF of		
		PHP 10.00		
		***For Corporations		
		with FIA Application		
		- Additional PHP		
		3,060, inclusive of		
		LRF of PHP 30.00		
		and DST of PHP		
		30.00		

7. Issuance of Certificates of No Derogatory Information/Corporate Status

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Registered Partnerships, Domestic Corpo	orations, and Licensed Foreign Corporations
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
SEC FORM 2015-001 (1 Ori	iginal)	SEC EO
Monitoring Clearance (1 ph party * Primary Licenses * Lending * Foundation	* Primary Licenses * Lending CGFD CGFD	
-	ondary Licenses, attach the Articles of ended Articles of Incorporation, if any	Corporate Secretary or at www.secexpress.ph
For Partnerships, attach th Amended Articles of Partn	ne Articles of Partnership or latest ership, if any	Corporate Secretary or at www.secexpress.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the processing of request 1.1. Receives the PAF and	1. Receives application	Certification Fee – PHP 500.00 Documentary Stamp	2 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
pays to the SEC Cashier.	1.1 Evaluate attachments	Tax – PHP 30.00	5-10 minutes	SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. Verifies the status of corporation through ODRS.		5-10 minutes per document	
	2.1.1.If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.		5 minutes per document	
	2.1.2. If not cleared in On- Line Document Retrieval System (ODRS), requires the party to submit the latest annual reports.		5 minutes per document	
	2.2. Prints the Certificate of No Derogatory Information.		3-5 minutes	SEC Administrative Officer II
	2.3. Reviews the application and signs the Certificate of No Derogatory Information.		5 minutes	IEO Director
2. Receives the certification	Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minutes	SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Releases the Certificate of No Derogatory Information (CNDI) to the applicant.			
TOTAL		PHP 530.00	47 minutes from steps 1 to 2	

8. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC IEO Extension Office (SEC-IEO)		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Government Agencies		
CHECKI	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
Signed Letter Request (1 original, 1 photocopy) Requesting Government Agency			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submits the letter to the Office of the Director (OD) – EO	1. Receives the letter request 1.1. Assigns and forwards to concerned EO staff	None	3-5 minutes	SEC Administrative Assistant II SEC Administrative Assistant I SEC Administrative Officer II
2.	Waits to process the request	Prepares the requested documents and forwards to the SEC Administrative Officer II	None	5 minutes per document	SEC Administrative Assistant II SEC Administrative Assistant I
		2.1. Requests the issuance of the Payment Assessment Form (PAF)		5-10 minutes per document	SEC Administrative Officer II
		2.2. *If plain copy, prints the documents	PHP 50.00 per document	5-10 minutes per document	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. **If authenticated copy, prints and stamps the documents	PHP 10.00 per page if downloaded copies plus documentary stamps per set and borrowing fee of PHP50.00	10 minutes	
	2.3.1. If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other government agencies, do not issue PAF			
	2.4. For non-profit making agencies, issues a PAF			
	2.5. Signs the letter and/or documents and forwards to the SEC Administrative Assistant II		5 minutes	IEO Director
Receives the transmittal letter with attached document/s	Transmits the signed letter reply with attached documents	None	5 minutes per agency	SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s			
	3.2. If the requesting party is outside Iloilo City, transmits by courier/express			
TOTAL	·	PHP 10.00 per page if downloaded copies plus documentary stamps per set and borrowing fee of PHP50.00	50 minutes from steps 1 to 3	

One day Submission and E-registration of Companies (OneSEC)

The One day Submission and E-registration of Companies (OneSEC) is a subsystem of the ESPARC that is currently catering to registration applications of DOMESTIC STOCK corporations which may be a ONE PERSON CORPORATION or CORPORATION with 2 to 15 incorporators, board of directors, and stockholders. This ESPARC subsystem is considered "pass through" since it only requires minimal encoding of data on the part of the registrants, as most of the company information are already pre-filled. The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the digital copy of the Interim Certificate of Incorporation.

Office of	or Division:	SEC Iloilo Extension Office (SEC-IEO)			
Classif	ication:	Simple			
Type o	f Transaction:	G2C – Government to Citizen			
Who m	ay avail:	All natural and juridical persons and their rep	presentatives		
	CHECKL	ST OF REQUIREMENTS	WHERE TO SECURE		
	ock corporation				
	Cover Sheet*		OneSEC-generated		
2.	Articles of Incorpo	• •			
	incorporate so of Incorpor 2.2. Tax Identification numbers of stockholders	cation Numbers (TIN) of Filipino ors, directors, stockholders including subscribers (to be written in the Articles ration and applicable document/s) ication Numbers (TIN) or passport of foreign incorporators, directors and ers (to be written in the Articles of on and applicable document/s)			
3.	Treasurer's Affidav Articles of Incorpo	vit* (in case not incorporated in the ration)			
4.	By-Laws*	•	OneSEC-generated		
5.	Foreign Investmen more than 40% for	ts Act (FIA) Application Form (F-100),* if eign equity	OneSEC-generated		
6.		ndertaking to Change Name (in case not e Articles of Incorporation)*	OneSEC-generated		

- 7. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity*
- 8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1 original, 2 photocopies)
- 9. Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)
- 10. Endorsement/Clearance from other departments of the SEC, if applicable (1 original, 2 photocopies)
- 11. Endorsement/Clearance from a) Philippine Economic Zone Authority (PEZA); b) Subic Bay Metropolitan Authority (SBMA) or Clark Development Corporation (CDC); and/or c) Cagayan Economic Zone Authority (CEZA), if applicable; (1 original, 2 photocopies)
- 12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber (1 photocopy)
- 13. Proof of existence of foreign corporate subscriber/s (1 photocopy)
- 14. Other requirement/s as may be required by the SEC IEO Director (1 original, or if applicable, 1 photocopy only)

*Three (3) sets of hard copies to be received by the SEC IEO Receiving Unit with <u>at least two (2) sets</u> in original form containing the original signatures of the required signatories and notary public.

Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name and Affidavit of Relinquishment available at the SEC website at www.sec.gov.ph

Parent Company of the Foreign Corporation and Philippine Embassy/Consulate

Other requirements must be secured by the registrant from the appropriate government agency or SEC department, or to be supplied by the registrant, if applicable

SEC-Registered Domestic Corporation

Foreign Corporation abroad

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to application form at https://secwebapps.sec.gov.ph (ONESEC PROCESSING OF ESPARC)	Verifies proposed company name	None	n/a	System-generated
 1.1 Verifies, reserves the proposed company name 1.2 Receives the One Time Passcode through email 1.3 Encodes and submits Company details/information 	1.1 Validates information and acknowledges submission of documents			
2.1 Pays through the SEC Online payment portal URL:https://www.sec.gov.ph/sec-payment-portal/ 2.2 Prints Confirmation Receipt. Downloads and print the eLectronic Official Receipt (eOR)	Processes online payment transaction and provides Electronic Official Receipt	a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less	n/a	System-generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.3 Downloads and prints the Digital Certificate of Incorporation		than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.		
		Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00; b) By-Laws: PHP 1,020.00, inclusive of LRF; c) Name reservation: PHP 100.00 for each corporate name		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		and trade name, if applicable; d) Registration of Stock and Transfer Book: PHP 150.00 d) Documentary Stamp – PHP 30.00 e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 None		
3. Proceeds to the EO Counter and submits three (3) sets of documentary requirements (2 original; 1	Assigns the OneSEC application to Post Audit Reviewers	None	5-10 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
photocopy) at the EO Receiving Section. Presents and submits 1 copy of the digital COI,	Checks the submitted proof of payment and documentary requirements		1 hour	Securities Specialist II and III Securities Counsel II
copy of the digital corr, copy of the proof of payment of the assessed registration fees together with the originally signed and authenticated* or notarized hard copies anytime within a period of one year from the date	4.1 If complete and compliant, forwards the documents to the cashier for validation of payment and forwards the same to the receiving section		5-10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
stated in the Digital Certificate of Incorporation	4.2 Prints the original system- generated certificate of incorporation and cover sheet		10-15 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
Receives the Original system- generated Certificate of Incorporation	Releases the Certificate		5-10 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
TOTAL		a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00. Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100	1 hour and 45 minutes from steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00		
		plus 1% LRF but not less than P20.00; b) By-Laws: PHP 1,020.00, inclusive of LRF;		
		c) Name reservation: PHP 100.00 for each corporate name and trade name, if		
		applicable; d) Registration of Stock and Transfer Book: PHP 150.00		
		d) Documentary Stamp – PHP 30.00 e) Application under the Foreign		
		Investments Act (FIA) – PHP 3,000.00		

9. One day Submission and E-registration of Companies (OneSEC)

The One day Submission and E-registration of Companies (OneSEC) is a subsystem of the ESPARC that is currently catering to registration applications of DOMESTIC STOCK corporations which may be a ONE PERSON CORPORATION or CORPORATION with 2 to 15 incorporators, board of directors, and stockholders. This ESPARC subsystem is considered "pass through" since it only requires minimal encoding of data on the part of the registrants, as most of the company information are already pre-filled. The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the digital copy of the Interim Certificate of Incorporation.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All natural and juridical persons and their representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Stock corporation			
1. Cover Sheet*		OneSEC-generated	
2. Articles of Incorporation (AI)*			
2.1. Tax Identification Numbers (TIN) of Filipino			
incorporators, directors, stockholders including			
	subscribers (to be written in the Articles		
•	ration and applicable document/s)		
	ntification Numbers (TIN) or passport		
	f foreign incorporators, directors and		
	ers (to be written in the Articles of		
-	ion and applicable document/s)		
3. Treasurer's Affidavit* (in case not incorporated in the			
Articles of Incorporation)		OneSEC generated	
4. By-Laws* 5. Foreign Investments Act (FIA) Application Form (F 100) * if		OneSEC-generated OneSEC-generated	
5. Foreign Investments Act (FIA) Application Form (F-100),* if more than 40% foreign equity		OneSEC-generated	
more than 40 % for	eigii equity	Oliege O-generated	

- 6. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation)*
- 7. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity*
- 8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1 original, 2 photocopies)
- 9. Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)
- 10. Endorsement/Clearance from other departments of the SEC, if applicable (1 original, 2 photocopies)
- 11. Endorsement/Clearance from a) Philippine Economic Zone Authority (PEZA); b) Subic Bay Metropolitan Authority (SBMA) or Clark Development Corporation (CDC); and/or c) Cagayan Economic Zone Authority (CEZA), if applicable; (1 original, 2 photocopies)
- 12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber (1 photocopy)
- 13. Proof of existence of foreign corporate subscriber/s (1 photocopy)
- 14. Other requirement/s as may be required by the SEC IEO Director (1 original, or if applicable, 1 photocopy only)

*Three (3) sets of hard copies to be received by the SEC IEO Receiving Unit with <u>at least two (2) sets</u> in original form containing the original signatures of the required signatories and notary public.

Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name and Affidavit of Relinquishment available at the SEC website at www.sec.gov.ph

Parent Company of the Foreign Corporation and Philippine Embassy/Consulate

Other requirements must be secured by the registrant from the appropriate government agency or SEC department, or to be supplied by the registrant, if applicable

SEC-Registered Domestic Corporation

Foreign Corporation abroad

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Proceeds to application form at https://secwebapps.sec.gov.ph (ONESEC PROCESSING OF ESPARC) 	Verifies proposed company name	None	n/a	System-generated
1.1. Verifies, reserves the proposed company name1.2. Receives the One Time Passcode through email	1.1. Validates information and acknowledges submission of documents			
Encodes and submits Company details/information				
2. Proceeds to Online Payment	Processes online payment ransaction and provides	a) Articles of Incorporation,	n/a	System-generated
2.1. Pays through the SEC Online payment portal URL:https://www.sec.gov.ph/sec-payment-portal/	Electronic Official Receipt	Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the		
2.2. Prints Confirmation Receipt. Downloads and print the eLectronic Official Receipt (eOR)		subscription price of the subscribed capital stock, whichever is		
2.3. Downloads and prints the Digital Certificate of Incorporation		higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(LRF) but not		
		less than PHP		
		20.00.		
		Stock corp.,		
		without par value:		
		1/5 of 1% of the		
		authorized capital		
		stock computed		
		at PHP 100 per		
		share of the		
		subscription price		
		of the subscribed		
		capital stock,		
		whichever is		
		higher but not		
		less than PHP		
		2,000.00 plus 1%		
		LRF but not less		
		than P20.00;		
		b) By-Laws:		
		PHP 1,020.00,		
		inclusive of LRF;		
		c) Name		
		reservation: PHP		
		100.00 for each		
		corporate name		
		and trade name,		
		if applicable;		
		d) Registration		
		of Stock and		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Transfer Book: PHP 150.00 d) Documentary Stamp – PHP 30.00 e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		
3.	Proceeds to the EO Counter and submits three (3) sets of documentary requirements (2 original; 1 photocopy) at the EO Receiving Section. Presents and submits 1 copy of the digital COI, copy of the proof of payment of the assessed registration fees together with the originally	Assigns the OneSEC application to Post Audit Reviewers 3.1. Checks the submitted proof of payment and documentary requirements	None	5-10 minutes 1 hour	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III Securities Specialist II and III Securities Counsel II
	signed and authenticated* or notarized hard copies anytime within a period of one year from the date stated in the Digital Certificate of Incorporation	3.1.1.If complete and compliant, forwards the documents to the cashier for validation of payment and forwards the same to the receiving section		5-10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Prints the original system-generated certificate of incorporation and cover sheet		10-15 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
Receives the Original system- generated Certificate of Incorporation	4. Releases the Certificate		5-10 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
TOTAL		a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.	1 hour and 45 minutes from steps 1 to 4	
		Stock corp., without par value: 1/5 of 1% of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		authorized capital		
		stock computed at		
		PHP 100 per share		
		of the		
		subscription price		
		of the subscribed		
		capital stock,		
		whichever is		
		higher but not less		
		than PHP 2,000.00		
		plus 1% LRF but		
		not less than		
		P20.00;		
		b) By-Laws: PHP		
		1,020.00, inclusive		
		of LRF;		
		c) Name		
		reservation: PHP		
		100.00 for each		
		corporate name		
		and trade name, if		
		applicable;		
		d) Registration of		
		Stock and		
		Transfer Book:		
		PHP 150.00		
		d) Documentary		
		Stamp – PHP		
		30.00		
		e) Application		
		under the Foreign		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Investments Act		
		(FIA) – PHP		
		3,000.00		

10. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations.

Office or Division:	SEC Iloilo Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and Exchange Commission			
CHECKLIST C	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
1) Verified Complaint/Petition for Correction of Entries No Prescrib		No Prescribed format. To be prepared by the Company.		
2) Certificate of No Forum Shopping		No Prescribed format. To be prepared by the Company.		
3) Directors' Certificate	EO Public Assistance			
4) Monitoring Clearance		SEC Extension Office		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For pre-processing, proceeds to EO Counter for presentation of documentary	Accepts documents for assignment to EO processor	None	5-10 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
requirements *	1.1 Pre-processess assigned application with attachments		10-20 minutes	Securities Counsel II
	1.1.1 If non-compliant, issues a checklist for compliance			
Waits for the corporation's name to be called by the assigned EO processor	Processes and evaluates Petition	None	5 working days per application	SEC Securities Counsel II
				Securities Specialist II

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.1 If compliant, issues Payment Assessment Form			SEC Administrative Assistant II
3.	Pays the filing fee	Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Filing Fee: P3,000.00 Handling fee of P20.00 Legal Research Fee (LRF): P 30.00 Documentary Stamp Tax: P30.00 per notarized document	5-10 minutes	IEO Cashier
4.	Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	10-15 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
5.	Waits for the issuance of signed Order to Correct Entries in the Articles of Incorporation/Treasurer's Affidavit/By-Laws	5. Prepares the Order to Correct Entries in the Articles of Incorporation/Treasurer's Affidavit/By-Laws 5.1 Signs the Order to Correct Entries 5.2 Assigns SEC IEO Case number and records it to the logbook for Petition for Correction of Entries	None	5-10 minutes per application 1 hour per application	SEC Administrative Assistant II Securities Counsel II EO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceeds to IEO Counter for presentation of the original proof of payment and receives the signed Order to Correct Entries in the Articles of Incorporation/Treasurer's Affidavit/By-laws	6.Releases signed Order	None	5 minutes per application	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		P3,050.00 Documentary Stamp Tax: P30.00 per notarized document	5 working days, 2 hours and 10 minutes from Steps 1 to 6	

11. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension.

Office or Division:	SEC Iloilo Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and Exchange Commission			
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
1) Verified Petition to set aside	the Order of Revocation or	No Prescribed format		
Suspension				
2) Directors' Certificate		EO Public Assistance		
3) Latest Due Audited Financia		To be prepared by the Company		
4) Latest Due General Informat		To be prepared by the Company		
	orporation and latest Certificate of	To be prepared by the Company		
	or By-Laws (if any) together with the			
latest Articles of Incorporati				
•	sfer book or membership book	To be prepared by the Company		
_	Intra-Corporate Controversy	To be prepared by the Company		
8) Sworn Certification by Exter		EO Public Assistance		
	year, starting from the date of	To be prepared by the Company		
	oration (for a suspension order) up			
_	e petition, any of the following but			
not limited to:				
a. Audited Financial St	•			
b. Income Tax Returns	•			
c. Mayor's or Business	remms,			
d. Contracts;	nument of Pool Estate Tax:			
	ayment of Real Estate Tax;			
t. Certifications/Recog	nitions/Annual Conventions; or			

g. Any similar/related documents

10) Latest Mayor's/Business Permit

11) Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively

To be prepared by the Company To be prepared by the Company

12) Monitoring Clearance

SEC Iloilo Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the requirements to the Counter Officer for pre- processing	Assigns the application for pre- processing	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
	1.1 Examines whether the documents submitted are complete in form and in substance		14 working days	Securities Counsel II
	1.1.1. If application is complete and in order, prepares a draft Order and submits to the IEO Director for review			Securities Counsel II
	1.1.2. If application is for compliance, prepares a checklist of deficiencies and returns it to the applicant.			
	1.2. Reviews the draft Order			IEO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and the documents submitted. 1.2.1.If the petition will be recommended to be granted and the Order is sufficient, the IEO Director orders the Securities Counsel to stamp OK for payment. 1.3. If petition is not compliant, returns the application to the Securities Counsel.			
2. Pays the filing fees	Receives and acknowledges payment	Filing Fee: PHP3,000.00 Handling fee of P20.00 Legal Research Fee (LRF): PHP30.00 Documentary Stamp Tax: PHP30.00 per notarized document	5-10 minutes	IEO Cashier
Submits complete application requirements	Receives the complete application requirements and advises client when to follow up its status	None	1 to 2 hours	SEC Administrative Assistant II SEC Administrative Assistant I
	3.1 Prepares the Memorandum to be sent to the Head		30 minutes	Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Office			
	3.1.1 Reviews the Memorandum		30 minutes	IEO Director
	3.1.1.1 If the Memorandum is in order, signs the Transmittal			
	3.1.1.2 If Memorandum needs revision, return the draft Memorandum to the Securities Counsel for revision.			
	3.2 Forwards the Memorandum, draft Order and the documents for the Petition to Lift Order of Suspension or Revocation for			SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	mailing to Head Office			
TOTAL		Filing Fee: PHP3,000.00 Handling fee of PHP20.00 Legal Research Fee (LRF): PHP30.00 Documentary Stamp Tax: PHP30.00 per notarized document	14 working days, 3 hours and 20 minutes from steps 1 to 3	

12. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)		
Classification:	Simple		
Type of Transaction:	G2C- Government to Citizen		
Who may avail:	All		
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE	
None		None	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents concern/s, query or complaint	Refers party to the Public Assistance Desk	None	5 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
	1.1. Verifies the nature of the concern/query;		10-30 minutes	Information Officer
	Proceeds to Records Section to verify the registration status and/or retrieves corporate records		10-15 minutes	Information Officer SEC Administrative Officer II
	1.3. Hands out the requested checklist of requirements, guidelines, or sample forms;		5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Refers to the appropriate IEO staff or other concerned government agency		5 minutes	Information Officer
2. Presents written complaint	Receives written complaint and forwards to Records Section		3-5 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
	2.1 Endorses written complaint to the Office of the Director/appropriate SEC Department and advises party to expect feedback within fifteen (15) working days		10-30 minutes	SEC Administrative Officer II
TOTAL	, ,	None	1 hour and 35 minutes	

13. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Business	
Who may avail:	General Public	
CHECKI	LIST OF REQUIREMENTS	WHERE TO SECURE
If reports/reportorial requi	rements, bring 5 sets/copies. Otherwise,	
no other requirements nee	eded.	

Option 1 – Walk-in submission of reports/reportorial requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client proceeds to the receiving and releasing counter of any Extension Office 1.1. Presents 5 sets/copies of documents (with at least one original copy)	Receives the reports /reportorial requirements manually	None	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I SEC Administrative Officer II
2. Claims 1 set for his file copy	Retains 4 sets including original and returns 1 set to client		5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		None	20 minutes	

14. Registration of Corporations through SEC - eLECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR REGISTRATION OF COMPANY (SEC - ESPARC)

The SEC - ESPARC is a facility to cater application for registration of One Person Corporation (OPC) and Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation for review of the Commission.

Aside from this, application for the recording of partnerships and license to do business for foreign corporations are now available in the ESPARC.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All natural and juridical persons and their rep	presentatives	
CHECKLI	IST OF REQUIREMENTS	WHERE TO SECURE	
incorporate corporate of Incorpor 11.2. Tax Identifi numbers or stockholde Incorporati	ication Numbers (TIN) of Filipino ors, directors, stockholders including subscribers (to be written in the Articles ration and applicable document/s) ication Numbers (TIN) or passport if foreign incorporators, directors and ers (to be written in the Articles of ion and applicable document/s)	ESPARC-generated	
12. Treasurer's Affidav Articles of Incorpo	vit* (in case not incorporated in the ration)		
13. By-Laws*	·	ESPARC -generated	
_	ts Act (FIA) Application Form (F-100),* if	ESPARC -generated	
more than 40% for	eign equity	ESPARC -generated	

15. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation)*	
16. Affidavit of Relinquishment (in case the treasurer is a	
foreigner and the business activity of the registrant is a	Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name
partly-nationalized activity*	and Affidavit of Relinquishment available at the SEC website at www.sec.gov.ph
17. Authenticated/Apostilled Articles of Incorporation and By-	
Laws and supporting documents, if the same were	Parent Company of the Foreign Corporation and Philippine Embassy/Consulate
executed in a foreign jurisdiction (1 original, 2 photocopies)	, , , , , , , , , , , , , , , , , , , ,
18. Endorsement/Clearance from other government agencies,	
if applicable (1 original, 2 photocopies)	
19. Endorsement/Clearance from other departments of the	
SEC, if applicable (1 original, 2 photocopies)	Other requirements must be secured by the registrant from the appropriate
20. Endorsement/Clearance from a) Philippine Economic Zone	government agency or SEC department, or to be supplied by the registrant, if
Authority (PEZA); b) Subic Bay Metropolitan Authority	applicable
(SBMA) or Clark Development Corporation (CDC); and/or c)	
Cagayan Economic Zone Authority (CEZA), if applicable; (1	
original, 2 photocopies)	
21. Certificate of Incorporation and Articles of Incorporation or	
latest General Information Sheet (GIS) of any corporate	SEC-Registered Domestic Corporation
subscriber (1 photocopy)	o a a transfer of the state of
22. Proof of existence of foreign corporate subscriber/s (1	
photocopy)	Foreign Corporation abroad
23. Other requirement/s as may be required by the CRMD	
Director (1 original, or if applicable, 1 photocopy only)	
, , , , , , , , , , , , , , , , , , , ,	
*3 sets of hard copies to be received by the IEO Receiving Unit with	
at least two sets in original form containing the original signatures	
of the required signatories and notary public.	
For non-stock religious' aggregates	
1. Affidavit of Affirmation/Verification by the chief priest,	Public Assistance and Complaint Desk/EO Counter
rabbi, minister, or presiding elder *not required if already	
part of the Articles of Incorporation	

For foundation	
1. Notarized certificate of bank deposit of the contribution,	Banks
which shall not be less than P1,000,000.00	
2. Statement of Willingness to allow the Commission to	Notary Public
conduct an audit	
For federation	
List of Member-Associations certified by the Corporate	Corporate Secretary
Secretary	
For confederation	Corporate Secretary
2. List of Member-Federations certified by the Corporate	
Secretary	
For condominium corporation/association	
1. Notarized Copy of the Master Deed with primary entry of the	Condominium Developer and Register of Deeds
Register of Deeds	
2. Certification that there is no existing similar condominium	Applicant Condominium Corporation/Association to be executed by the Corporate
association within the condominium project	Secretary

 For corporations with Less than Five (5) Incorporators Cover Sheet Articles of Incorporation (for stock and non-stock corporations) 	ESPARC-generated
 Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI)) By-Laws (for stock and non-stock corporations) Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH 	ESPARC-generated ESPARC-generated
 For One Person Corporation (OPC) Cover Sheet Articles of Incorporation Acceptance letter of the Nominee and Alternate Nominee 	ESPARC-generated

For Partnerships	
Cover Sheet (2 original; 1 photocopy)	ESPARC-generated
Signed & notarized Articles of Partnership (1 original; 2 photocopies)	ESPARC-generated
Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of Partnership and applicable document/s)	Bureau of Internal Revenue (BIR)
Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)	Bureau of Internal Revenue (BIR)
 Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures Minimum paid-up 	http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital Final1.pdf
If there are one (1) or more foreign partners Signed & notarized F-105 (Foreign Investments Act Application Form)	ESPARC-generated
If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F-105 (1 original; 2 photocopies)	Philippine Embassy/Consulate
If applicable, Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES
	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

^{*}Please be informed to arrange in accordance with the order in the checklist in 1 original and 2 photocopies

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://secwebapps.sec.gov.ph 1.1 Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable 1.1.1.If approved, proceed with the encoding of company information 1.1.2.If denied, avails of online appeal of rejected names by uploading appeal letter and/or supporting documents in step 1.4 1.2. Receives OTP (One Time Passcode) through Email	Verifies proposed company name 1.1. System	None	10 minutes (under normal circumstances, i.e. system is working)	System-generated System-generated
1.3. Encodes Company details/information			30 minutes	

 1.4. Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5. Receives application Reference Number 	System acknowledges submission of documents			System-generated
Waits for the evaluation of submitted documents	Evaluates uploaded documents (will be done by the processor within three (3) working days)	None		SEC Administrative Officer II Securities Counsel II Securities Specialist II and III
 3.1. If for compliance, opens the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements 3.2. If compliant, receives the Payment Assessment Form (PAF) 	3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies 3.1. System issues Payment Assessment Form (PAF) if the documents are complete and in order	None	5-10 minutes	SEC Administrative Officer II Securities Counsel II Securities Specialist II and III
4. If at Extension Office, presents the Payment Assessment Form (PAF) 4.1 Pays the registration fees specified in the Payment Assessment Form (PAF). Payment may be made through the following:	4. Accepts payment and issues Official Receipt (O.R.)		5-10 minutes	Securities Specialist I SEC Administrative Officer II

(Cash, Postal • • SEC • URL:h	Cashier Over-the-counter, Manager's check and Money Order) Online payment portal attps://www.sec.gov.ph/secent-portal/orized Land Bank branches			
three (3) sets of	? original; 1 photocopy) at	5.Receives the documents submitted and assigns the same to respective processors Advises registrant to wait for 2 working days for the release of the Certificate of Registration	5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
		5. Checks the submitted proof of payment and documentary requirements	15-20 minutes	Securities Counsel II Securities Specialist II and III
		5.1 If complete and compliant, forwards the documents to the cashier for validation in case payment was made other than over the counter and forwards the same to the receiving section	5-10 minutes	

	 5.2 If incomplete and/or non-compliant, returns the application to the applicant 5.3 Generates the Certificate and forwards the same with the submitted 		3-5 minutes 3-5 minutes	SEC Administrative Assistant II
	proof of payment and documentary requirements to the authorized signatory 5.4 Reviews, signs and forwards the approved certificate to the Releasing Section		1 hour	SEC Director
6. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation	6. Releases Certificate to the applicant		5-10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the	3 hours from steps 1 to 6	

subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal **Research Fee** (LRF) but not less than PHP 20.00. Miscellaneous Fee: PHP20.00 Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00;

Miscellaneous Fee: PHP20.00 **Articles of Incorporation for** non-stock corporation: PHP1,060.00 inclusive of LRF, Miscellaneous Fee and **Documentary** stamp b) By-Laws for both stock and non-stock corporations:: PHP 1,030.00, inclusive of LRF, Miscellaneous Fee c) Application under the Foreign **Investments Act** (FIA) - PHP 3,030.00 inclusive of LRF For OPC based on the authorized capital stock:

With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher Foreign **Investments Act** (FIA) Form 100: PHP 3,000.00

Company Name Reservation: PHP 100.00 **Each additional** trade name/s: PHP 100.00 **Documentary** Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) and Miscellaneous Fee:PHP20.00 a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00. and Miscellaneous Fee:PHP20.00

a) Nama
c) Name
reservation: PHP
100.00 for each
partnership
name and trade
name, if
applicable;
c) Documentary
Stamp – PHP
30.00
d) Application
under the
Foreign
Investments Act
(FIA) – PHP
3,000.00

11. One day Submission and E-registration of Companies (OneSEC)

The One day Submission and E-registration of Companies (OneSEC) is a subsystem of the ESPARC that is currently catering to registration applications of DOMESTIC STOCK corporations which may be a ONE PERSON CORPORATION or CORPORATION with 2 to 15 incorporators, board of directors, and stockholders. This ESPARC subsystem is considered "pass through" since it only requires minimal encoding of data on the part of the registrants, as most of the company information are already pre-filled. The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the digital copy of the Interim Certificate of Incorporation.

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All natural and juridical persons and their rep	presentatives
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
incorporate sof Incorporate sof Incorporate sof Incorporate sof Incorporate sof Incorporate Incorporat	ication Numbers (TIN) of Filipino ors, directors, stockholders including subscribers (to be written in the Articles ration and applicable document/s) ication Numbers (TIN) or passport if foreign incorporators, directors and ers (to be written in the Articles of ion and applicable document/s) wit* (in case not incorporated in the ration) tts Act (FIA) Application Form (F-100),* if	OneSEC-generated OneSEC-generated OneSEC-generated OneSEC-generated OneSEC-generated

21. Affidavit of Relinquishment (in case the treasurer is a
foreigner and the business activity of the registrant is a
partly-nationalized activity*

- 22. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1 original, 2 photocopies)
- 23. Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)
- 24. Endorsement/Clearance from other departments of the SEC, if applicable (1 original, 2 photocopies)
- 25. Endorsement/Clearance from a) Philippine Economic Zone Authority (PEZA); b) Subic Bay Metropolitan Authority (SBMA) or Clark Development Corporation (CDC); and/or c) Cagayan Economic Zone Authority (CEZA), if applicable; (1 original, 2 photocopies)
- 26. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber (1 photocopy)
- 27. Proof of existence of foreign corporate subscriber/s (1 photocopy)
- 28. Other requirement/s as may be required by the SEC IEO Director (1 original, or if applicable, 1 photocopy only)

*Three (3) sets of hard copies to be received by the SEC IEO Receiving Unit with <u>at least two (2) sets</u> in original form containing the original signatures of the required signatories and notary public.

Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name and Affidavit of Relinquishment available at the SEC website at www.sec.gov.ph

Parent Company of the Foreign Corporation and Philippine Embassy/Consulate

Other requirements must be secured by the registrant from the appropriate government agency or SEC department, or to be supplied by the registrant, if applicable

SEC-Registered Domestic Corporation

Foreign Corporation abroad

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to application form at https://secwebapps.sec.gov.ph (ONESEC PROCESSING OF ESPARC)	Verifies proposed company name	None	n/a	System-generated
 1.1 Verifies, reserves the proposed company name 1.2 Receives the One Time Passcode through email 1.3 Encodes and submits Company details/information 	1.1 Validates information and acknowledges submission of documents			
2.1 Pays through the SEC Online payment portal URL:https://www.sec.gov.ph/sec-payment-portal/ 2.2 Prints Confirmation Receipt. Downloads and print the eLectronic Official Receipt (eOR)	Processes online payment transaction and provides Electronic Official Receipt	a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less	n/a	System-generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.3 Downloads and prints the Digital Certificate of Incorporation		than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.		
		Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00; b) By-Laws: PHP 1,020.00, inclusive of LRF; c) Name reservation: PHP 100.00 for each corporate name		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		and trade name, if applicable; d) Registration of Stock and Transfer Book: PHP 150.00 d) Documentary Stamp – PHP 30.00 e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 None		
3. Proceeds to the EO Counter and submits three (3) sets of documentary requirements (2 original; 1	Assigns the OneSEC application to Post Audit Reviewers	None	5-10 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
photocopy) at the EO Receiving Section. Presents and submits 1 copy of the digital COI,	Checks the submitted proof of payment and documentary requirements		1 hour	Securities Specialist II and III Securities Counsel II
copy of the proof of payment of the assessed registration fees together with the originally signed and authenticated* or notarized hard copies anytime within a period of one year from the date	4.1 If complete and compliant, forwards the documents to the cashier for validation of payment and forwards the same to the receiving section		5-10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
stated in the Digital Certificate of Incorporation	4.2 Prints the original system- generated certificate of incorporation and cover sheet		10-15 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
4. Receives the Original system- generated Certificate of Incorporation	Releases the Certificate		5-10 minutes	SEC Administrative Officer II SEC Administrative Assistant II SEC Confidential Assistant III
TOTAL		a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00. Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100	1 hour and 45 minutes from steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		per share of the subscription price of the subscribed capital stock, whichever is		
		higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00;		
		b) By-Laws: PHP 1,020.00, inclusive of LRF;		
		c) Name reservation: PHP 100.00 for each corporate name and trade name, if		
		applicable; d) Registration of Stock and Transfer		
		Book: PHP 150.00 d) Documentary Stamp – PHP 30.00		
		e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

15. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

Office or Division:	SEC Iloilo Extension Office (SEC-IEO)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All registered domestic corporations through	their Authorized Representatives
CHECKLI	ST OF REQUIREMENTS	WHERE TO SECURE
amendments thereto (c 2) Copy of the Latest due amendments thereto (c	Financial Statements and any duly stamped received by BIR and SEC) General Information Sheet and any duly stamped received by SEC)	OST/ODRS/Corporate Records
filing of Amended Artic copies of the latest Art	of Incorporation and latest Certificate of eles or By-laws (if any) together with icles of Incorporation and By-laws f Stock and Transfer Book/Membership	
5) Copy of the latest Conf 6) Other documents (per • Secretary's Certific • Secretary's Certific • Secretary's Certific • Affidavit of the Cor and the Same/Audi • General Formal for revenue/total asset (P5,000,000)	rate of No Intra-Corporate Dispute; rate (Clarification) porate Secretary (Anti-Dummy Law/One tor); Financial Statements when the gross is exceeds Five Million Pesos gement on Functional Currency	EO Public Assistance and Complaint Desk

- Mandatory Disclosure FormsMC28 Series of 2020 (Contact Details)

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
"R	bmits completely filled-out equest for Monitoring" and e required documents	Receives the request for monitoring and forwards the same to the Records Section	None	10 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
		1.1. Retrieves the corporate file including the latest reports and prints the list of system-generated reports (ODRS/OST)		30 minutes to 1 hour	SEC Administrative Officer II
		1.2. Assigns monitoring documents to Securities Counsel II and monitoring specialist (MS)		5-10 minutes	SEC Administrative Officer II
		1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MSh)		30 minutes to 3 hours	Securities Specialist II Securities Counsel II

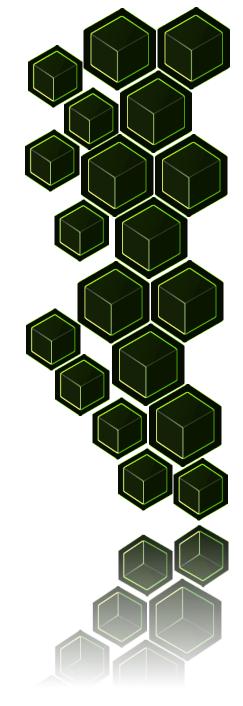
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010		
Receives the MS if aggreable to the findings presented.	2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding/s with computation of penalties and will be directly submitted to the IEO Director/Securities	None	15 minutes	Securities Specialist II IEO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Counsel II/Securities Spcialist III for signing 2.2. Note: If applicable, clarification and further compliance may be required by the MS prior to the release of the MSh (with the approval of IEO Director, a clarificatory conference with the parties may be called)			
	2.3. Prepares and issues the Payment Assessment Form (PAF)		5-10 minutes	SEC Administrative Assistant II Securities Specialist II
3. Pays the assessed fines and penalties Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed.	Receives payment of assessed fines and penalties and issues official receipt	Depending on the assessed penalties	5-10 minutes	IEO Cashier
Presents machine-validated PAF	Receives the PAF together with the other documents and indicates date of the release of the MS/COP		5 minutes	SEC Administrative Assistant II
	4.1. Review and signs the MS/COP		10 minutes	IEO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receives MS/COP	5. Releases the MS/COP		5 minutes	SEC Administrative Assistant II SEC Administrative Assistant I
TOTAL		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	5 hours & 15 minutes from steps 1 to 5	

CAGAYAN DE ORO CITY SEC - EXTENSION OFFICE

SEC Building, Corner 14th and Tomasaco De Lara Streets, Cagayan De Oro City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

Office or Division:	SEC Cagayan De Oro Extensio	n Office (SEC-CDOEO)
Classification:	Complex	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All registered domestic corporation	ons through their Authorized Representatives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Basic Requirements (STOCK OR NO	•	May secure Checklist of requirements and sample formats from the Public
-5 sets and at least 2 copies are orig	ginal	Assistance and Complaint Desk at Table 1 or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/
1. Amended Articles of Incorpora	tion/By-laws	
2. Directors` or Trustees` Certification	ate - notarized and signed by	
majority of the directors or trus	stees and the corporate	
secretary, certifying (i) the ame		
Incorporation and indicating th	•	
vote of the directors or trustees	• • • • • • • • • • • • • • • • • • • •	
members, (iii) the date and place		
members` meeting; and (iv) the the signatories which shall be		
3. Notarized Secretary's Certifica		
corporate dispute	to on no ponding duce of intra	
4. Monitoring Clearance (Table 4)		SEC Extension Office
Additional Requirements		
Clearance from other SEC depar	tments if annlicable	
-For Investment company, Finan	• •	Corporate Governance and Finance Department (CGFD)
issuers of proprietary or non-pro		(CC. 2)
clubs), listed and public compan		
copy)	, ,	

	-For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)	Markets and Securities Regulation Department (MSRD)
2.	Endorsement from other government agencies, if applicable (1 original copy)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES
		A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
		B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
		C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
3.	If the provision to be amended is the corporate name, submit: Name Verification Slip (1 original) Affidavit of a director, trustees or officer undertaking to change corporate name.(Not required if already stated in the Al)	May secure copy from the Public Assistance and Complaint Desk May secure copy from the Public Assistance and Complaint Desk
4.	If the provision to be amended is to further increase of foreign equity participation to more than 40%, submit: F-101	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
5.	If the provision to be amended is to further increase of foreign equity participation to more than 40%, submit: F-102	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	If corporate name is for amendment:	Approves or denies proposed name/s or trade name/s			
	 Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) 	1.1. Approves or denies appeal for the proposed name/s or trade name/s	P100.00 per proposed corporate/trade name/s	10 minutes per application	Name Verification Officer
	If name is rejected, registrant may appeal for the proposed corporate name			15 minutes per application	
2.	For pre-processing, secures queuing number from the EO queuing system and proceeds to EO Processor for presentation of documentary requirements	Verifies completeness of amendment requirements 2.1. If documents are complete: 2.2. If documents are incomplete: 2.3. Returns documents to clients for compliance	None	5-10 minutes per application 5-10 minutes per application	EO Frontline Staff Information Officer III
3.	Waits for the corporation's name to be called by the assigned EO processor	Advises the client when to follow up the application 3.1. Processes and evaluates application for amendment	None	1-3 working days per application (depending on the complexity of the documentary requirements)	Supervising Administrative Officer Securities Counsel I Securities Specialist I Securities Specialist II EO Director/OIC

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			3.2. If compliant, issues Payment Assessment Form3.3. If non-compliant, issues a checklist for compliance			
4.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	4.	Receives the follow-up slip and forwards it to the assigned SEC specialist	None	30 minutes	EO Frontline Staff
5.	Receives the Payment Assessment Form	5.	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	30 minutes	Supervising Administrative Officer Securities Counsel I Securities Specialist II Securities Specialist I
6.	Pays the filing fee	6.	Issues the Official Receipt and machine-validated Payment Assessment Form 6.1. Stamps paid the document and forward to the Receiving Officer 6.2. Stamps received the documents and forward to the incharge for the Certificate Amended	Filing Fees: Amendment of Articles of Inc. or By-laws: P1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+**+***) * Amendment of Articles of Incorporation – P1,000.00 Amendment	30 minutes	SEC Cashier Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Articles of Incorporation and/or By-laws	of By-Laws – P1,000.00		
		Documentary Stamp Taxes - P30.00 *Legal Research Fee- 1% of the Filing Fee for amendment (P10.00) **** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s ******Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
7. Waits for the issuance of signed Certificate	7. Prepares the Certificate of Amended Articles of Incorporation and/or By- laws	None	20 minutes per application	Supervising Administrative Officer Securities Counsel I Securities Specialist II Securities Specialist I
	7.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws		20 minutes per application	EO Director/OIC

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws		10 minutes per application	Administrative Assistant II
8. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	NONE	10 minutes per application	EO Frontline Staff Information Officer III
	Filing Fees:	3 working days	
	Amendment of Articles of Inc. or By- laws : P1,040.00 (*+**+***)		
	If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+**+***+***)		
	* Amendment of Articles of Incorporation – P1,000.00 Amendment of By-		
	7.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws 8. Releases signed Certificate of Amended Articles of Incorporation	7.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws 8. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws Filling Fees: Amendment of Articles of Inc. or By- laws: P1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+***+****) * Amendment of Articles of Incorporation – P1,000.00	7.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws 8. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws Filling Fees: Amendment of Articles of Inc. or By- laws: P1,040.00 (*+**+****) If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+**+********************** * Amendment of Articles of Incorporation – P1,000.00

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**D		
		**Documentary		
		Stamp Taxes - P30.00		
		***Legal Research		
		Fee-		
		1% of the Filing Fee		
		for amendment		
		(P10.00)		
		**** Amendment with		
		corporate/trade		
		names, with additional P100.00		
		per reserved		
		corporate/trade name/s		
		*****Amendment by		
		increasing foreign equity FIA forms		
		(P3,000.00 with LRF of P30.00)		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships

Office or Division:	SEC Cagayan De Oro Extension	Office (SEC-CDOEO)				
Classification:	Simple					
Type of Transaction:	G2B – Government to Business;G2	2C- Government to Client				
Who may avail:	All registered partnerships through	tnerships through their Authorized Representatives				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE						
Basic Requirements (5 sets and at least 2 copies are original) 1. Cover Sheet; and		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/				
2. Amended Articles of Partnership		Any of the partner				
Additional Requirements						
Endorsement from other government agencies, if applicable (1 original)		A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas				
If the provision to be amended is	the partnership name, submit:					
a. Name Verification Slip (1 origin	nal)	Name verification slip may be secured manually at Table 1;				
b. Affidavit of a partner to change partnership name. (Not required If already stated in the AP) (2 originals; 3 photocopies)		Assignee and Assignor Partners				

If the provision to be amended is the change of partners, submit:

a. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner. For change of partner/s, outgoing partner/s must execute under oath allowing the remaining/new partners to continue the use of partnership name (2 originals; 3 photocopies)

If provision for amendment is to have foreign equity of a registered partnership, submit:

a.) F-106

If provision for amendment is to further increase the foreign equity of a registered partnership, submit:

a.) F-107

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 If partnership name is for amendment: 	Approves or denies proposed name/s or trade name/s			
 Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s) 	1.1. Approves or denies appeal for the proposed name/s or trade name/s	P100.00 per proposed partnership/trade name/s	10 minutes per application	Name Verification Officer
1.2. If name is rejected,				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
registrant may appeal for the proposed partnership name				
2. For pre-processing, secures queuing number from the EO queuing system and wait number to be called for presentment of documentary requirements Output Description:	2. Verifies completeness of amendment requirements 2.1. If documents are complete: 2.1.1.Accepts documents for assignment to EO processors 2.2. If documents are incomplete: 2.2.1.Returns documents to clients for compliance	None	5-10 minutes per application 5-10 minutes per application	EO Frontline Staff Information Officer III
Waits for the partnership's name to be called by the assigned EO processor	3. Advises the client when to follow up the application 3.1. Processes and evaluates application for amendment 3.2. If complete and compliant, issues	None	30 minutes to 2 working days per application (depending on the complexity of the documentary requirements)	Administrative Officer II Securities Specialist I Securities Specialist II EO Director/OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment Assessment Form 3.3. If non-compliant, issues a checklist for compliance			
Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	Receives the follow-up slip and forwards it to the assigned SEC specialist	None	30 minutes	EO Frontline Staff
5. Receives the Payment Assessment Form	5. Prepares and issues Payment Assessment Form (PAF) to the applicant	None	30 minutes	Supervising Administrative Officer Securities Counsel I Securities Specialist II Securities Specialist I
6. Pays the filing fee	6. Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles Partnership: P2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) ***** Amendment with partnership/trade	5 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		names, with		
		additional P100.00		
		per reserved		
		corporate/trade		
		name/s		
		*****Amendment		
		with Deed of		
		Assignment of		
		Partner's Interest –		
		P2,000.00 per Deed		
		*****Amendment of		
		Partnership with		
		Increase in Capital		
		– 1/5 of 1% of the		
		Partnership's		
		Capital but not less		
		than P2,000.00		
		*******Amendment		
		by increasing		
		foreign equity FIA		
		forms (P3,000.00		
7 14/ 1/ 6 1/ 1	7 5 11 0 115 1 6	with LRF of P30.00)	20 1 1	
7. Waits for the issuance of signed	7. Prepares the Certificate of	None	20 minutes per	Administrative Assistant II
Certificate	Amended Articles of		application	
	Partnership			
	7.1 Cione the Coutificate		20 minutos nos	FO Director/OIC
	7.1. Signs the Certificate		20 minutes per	EO Director/OIC
	of Amended Articles		application	
	of Partnership		10 minutes per	Administrative Assistant II
	7.2. Encodes signed Certificate of		10 minutes per	Auministrative Assistant II
	Certificate of		application	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Amended Articles of Partnership			
8. Secures queuing number from the EO queuing system and proceeds to EO Releasing Counter for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership	8. Releases signed Certificate of Amended Articles of Partnership	None	10 minutes per application	EO Frontline Staff Information Officer III
TOTAL		Filing Fees: Amendment of Articles Partnership: P2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) ***** Amendment with partnership/trade names, with	3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		per reserved		
		corporate/trade		
		name/s		
		*****Amendment		
		with Deed of		
		Assignment of		
		Partner's Interest		
		– P2,000.00 per		
		Deed		
		*****Amendment		
		of Partnership		
		with Increase in		
		Capital – 1/5 of 1%		
		of the		
		Partnership's		
		Capital but not		
		less than		
		P2,000.00		
		******Amendment		
		by increasing		
		foreign equity FIA		
		forms (P3,000.00		
		with LRF of		
		P30.00)		

3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	SEC Cagayan De Oro Extension Office (S	SEC-CDOEO)		
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively.			
CHECKL	CKLIST OF REQUIREMENTS WHERE TO SECURE			
1. Duly accomplished requ	est form	Public Assistance and Complaint Desk/ EO Counter		
2. List of stockholders cert	tified under oath by the Corporate	To be provided by the Company		
	sent capital structure of the Company			
	ationality, no. of shares and amount			
subscribed, amount of paid	• • •			
•	n non-existence of intra-corporate	Downloadable at SEC website through the following URL:		
dispute		http://www.sec.gov.ph/wp-		
4 Audited Financial States	wanta aa af tha laat fissal waay atampad	content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf		
received by SEC and BIR	nents as of the last fiscal year, stamped	To be provided by the Applicant		
	Il Statements, in case there is/are	External Auditor to be engaged by the Company		
	cription/s or additional issuance of	External Addition to be engaged by the Company		
	l authorized capital stock thru cash			
	cal year or after the approval of the			
	ot covered by item 4, to be received by			
•	n has been reviewed by the Securities			
Counsel I				
6. Monitoring Clearance		SEC-TEO		
Additional Requires	ment for Percentage of Ownership			
7. Stock and transfer book verification)	of the corporation (to be presented for	To be provided by the Applicant		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number from the guard on duty	Calls the number and assists the client	None	3 minutes	EO Frontline Staff/COS
2.	Waits for the processing of request 2.1. Receives the PAF and pays to the SEC Cashier.	2.1. Evaluate attachments 2.2. Verifies the status of corporation through CIS-URDB. 2.2.1. If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier. 2.2.2. If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), instructs	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	2 minutes 2 minutes 5 minutes per document 5 minutes per document 5 minutes per document	EO Frontline Staff Administrative Assistant I/ Administrative Officer IV
		the applicant to return to the department who			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	encoded the infraction. 2.3. Receives the machine validated Payment		3 minutes	
	Assessment Form.			
	2.4. Prints the Certificate of No Derogatory Information through the CIS-URDB.		5 minutes	Administrative Assistant I/ Administrative Officer IV
	2.5. Reviews the application and signs the Certificate of No Derogatory Information.		10 minutes	EO Director
Waits for name/number to be called	3. Calls the number	None	1 minute	EO Frontline Staff
4. Receives the certification	4. Seals the Certificate of No Derogatory Information with the SEC logo 4.1. Releases the Certificate of No Derogatory Information (CNDI) to the	None	5 minutes	Administrative Assistant I/ Administrative Officer IV
	applicant.			
TOTAL		PHP 530	1 working day	

4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

Office or Division:	SEC Cagayan De Oro Extension Office (S	EC-CDOEO)		
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities an	d Exchange Commission		
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE		
1. Cover sheet		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
2. Certificate of Increase	of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the		
		Revised Corporation Code (Sections 15 and 37)		
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with		
4 D: 4 1 1:5: 4		Section 37 of the Revised Corporation Code		
4. Directors' certificate		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		Directors' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Directors Certificate.pdf		
		Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf		
5. Amended Articles of In	cornoration	To be prepared by the Company		
	f record as of date of meeting approving	To be prepared by the Company		
	g their nationalities and their respective	To be prepared by the Company		
	p capital on the present authorized capital			
- ·	ath by the corporate secretary			
	on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following		
dispute		URL:		

		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at SEC website through the following
	subscribing shareholders	URL:
	•	http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
	i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year	To be provided by the company
	stamped received by BIR and SEC.	,
	ii. SPECIAL AUDIT REPORT, if:	
	a) listed companies;	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
	b) public companies defined in the Securities Regulation Code;	at SEC website through the following URL:
	c) companies that offer or sell securities to the public;	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	d) companies with secondary license;	nttp://www.sss.gov.ph/wp-sontontapioaas/2515/11/000 monte-0052500.pai
	e) Where payment to subscription to the increase is more than	
	P50,000,000.00	
	1 30,000,000.00	
	otherwise,	
	outerwise,	
	iii. SUBSCRIPTION CONTRACT executed under oath among	EO Public Assistance
	stockholder/s, treasurer and president for the corporation,	Lo i abilo abilo i abilo abilo i abilo abilo i abilo abilo abilo abilo i abilo
	stating the number of additional shares subscribed to and paid	
	for.	
	Note: Per Memorandum Circular No. 11 Series of 2016	
	Transfer of Management of Control of Late	
	iv. For RURAL BANKS:	
	a) Notarized Certification on payment for subscriptions to be	Bangko Sentral ng Pilipinas
	signed by majority of the rural bank's Board of Directors in	
	accordance with the form required by BSP	
	b) list of stockholders of record showing their respective	
	subscribed and paid-up amount before and after the increase and	
	Tabout and paid up amount botoro and alter the moreuse and	

	the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	
9.	If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
	with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
10	. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11	. Monitoring Clearance	SEC Extension Office
12	2. Others	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	5-10 minutes per application	EO Frontline Staff Information Officer III
2.	Submits the requirements to Table 1	2. Records the application for -pre-processing 2.1 For first time applicants, Assigns the application to an EO processor 2.1.1 If for compliance, records the date of submission	None	20 working days	EO Frontline Staff Securities Specialist II Supervising Administrative Officer EO Director/OIC
		and forwards the application to the assigned EO processor			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.2 Advises the client when to follow up the application			
	2.2 Examines whether the documents submitted are complete in form and in substance.			
	2.2.1 If application is complete and in order, the specialist prepares Final Report and submits it to Director for Review			
	2.2.2 If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Reviews the final report			
	2.3.1 If compliant, orders the specialist to issue Payment Assessment Form (PAF)			
	2.3.2 if not compliant, returns the application to the specialist. Go to Step 2.3.2			
 Prepares follow-up slip (form is available at the Guard) and submits to Table 1 	Receives the follow- up slip and forwards it to the assigned financial specialist	None	30 minutes	EO Frontline Staff
Receives the Payment Assessment Form	4. Prepares and issues Payment Assessment Form (PAF) to the applicant	None	30 minutes	Supervising Administrative Officer Securities Specialist II
5. Pays the filing fees	5. Receives and acknowledges payment	1. Amended Articles of Incorporation – P1,010*	30 minutes	EO Cashier Administrative Assistant II
	5.1. Stamps paid the document and forward to the	Plus 2. Increase of Capital Stock -		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receiving	**For corporation with		
	Officer	par value –		
		1/5 of 1% of the		
	5.2. Stamps	increase in capital		
	received the	stock but not less		
	documents and	than P3,000.00 or the		
	forward to the	subscription price of		
	in-charge for the	the subscribed capital		
	Certificate	stock, whichever is		
	Amended	higher		
	Articles of			
	Incorporation	**For corporation		
	and/or By-laws	without par value –		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		P100.00 per share but not less than		
		P3,000.00 or the		
		issue value of the		
		subscribed capital		
		stock, whichever is		
		higher		
		Ingiloi		
		3. LRF -equivalent to		
		1% of the computed		
		filing fee for Increase		
		of Capital Stock but		
		not less than P10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
	5.3. Receives the complete application requirements	None	2 hours	EO Receiving Unit
	5.4. Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Support Staff		20 minutes	Supervising Administrative Officer
	5.5. Prepares Certificate of Increase of Capital Stock		20 minutes	Securities Specialist II

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			and Amendment of Articles of Incorporation			
			5.6. Signs and approves the application		20 minutes	EO Director/OIC
			5.7. Forwards the approved application to the Releasing Unit		10 minutes	Administrative Assistant II
6.	Secures a number through the queuing system (Releasing)	6.	Calls the number through the system and assists the client	None	30 minutes	Table 1
7.	Presents the Official Receipt to Table 1	7.	Receives the Official Receipt	None	30 minutes	Table 1
8.	Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	8.	Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	30 minutes	EO Frontline Staff
TO	DTAL			1. Amended Articles of Incorporation – P1,010*	20 working days, 3 hours and 20 minutes	
				Plus		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Increase of		
		Capital Stock -		
		**For corporation		
		with par value –		
		1/5 of 1% of the		
		increase in capital		
		stock but not less		
		than P3,000.00 or		
		the subscription		
		price of the		
		subscribed capital		
		stock, whichever is higher		
		iligilei		
		**For corporation		
		without par value –		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		P100.00 per share		
		but not less than		
		P3,000.00 or the		
		issue value of the		
		subscribed capital		
		stock, whichever is		
		higher		
		2 LDC amplicate 4		
		3. LRF -equivalent		
		to 1% of the		
		computed filing fee		
		for Increase of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital Stock but		
		not less than P10.00		
		4 Decumentons		
		4. Documentary		
		Stamp tax of P60.00		
		*Inclusive of LRF of		
		P10.00		
		***For Corporations		
		with FIA Application		
		- Additional P3,060,		
		, , ,		
		inclusive of LRF of		
		P30.00 and DST of		
		P30.00		

5. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furnitures / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Cagayan De Oro Extension Office (SEC-CDOEO)		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities and Exchange Commission		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		WHERE TO SECURE	
BASIC REQUIREMENTS			
1. Cover sheet		EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf	
2. Certificate of Increase of Capital Stock		No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)	

3. Treasurer's Affidavit	No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate	EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees Certificate.pdf
5. Amended Articles of Incorporation	To be prepared by the Company
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary	To be prepared by the Company
7. Secretary's Certificate on non-existence of intra-corporate dispute	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non- subscribing shareholders	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
10. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11. Monitoring Clearance	SEC Extension Office
ADDITIONAL REQUIREMENTS depending on the mode of payment	
12. Conversion of Advances / Liabilities to Equity	

12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC	To be provided by the company
12.2 A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
verification of the advances to be converted to equity, if not	at SEC website through the following URL:
reflected in item 12.1	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
12.3 Deed of Assignment of advances / liabilities	To be provided by the Company
13. Stock Dividends	
13.1 List of stockholders entitled to stock dividend with their	To be provided by the Company
respective outstanding shares and the allocation of stock	
dividend certified by the corporate secretary	
13.2 Audited Financial Statements as of the last fiscal year	To be provided by the Company
received by BIR and SEC	
13.3 Secretary's Certificate that on the basis of the computation of	To be provided by the Company
the Finance Officer, the allocation of stock dividends as	
indicated in the Certificate of Increase is in proportion to the	
shareholdings of stockholders as of date of meeting	
approving the dividend declaration or as of record date and	
the treatment of resulting fractional shares, if any, are true	
and correct	
13.4 Secretary's Certificate on the Board's resolution to reverse	To be provided by the Company
the appropriated retained earnings	To be provided by the company
13.5 Reconciliation of Retained Earnings	CRMD Public Assistance or refer to Memorandum Circular No. 11 Series of 2008
1000 10001101101101101101101101101101101	downloadable at SEC website through the following URL:
	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf
	Internative Content aprodus/2010/11/300 memor 1132300.pdf
14. Land, buildings / condominium units	
14.1 Detailed schedule of property showing the registered owner,	To be provided by the Applicant.
location, area, TCT/CCT no., tax declaration number and the	To a b p to the second
basis of transfer value (market value, assessed value or	
zonal value) certified by the company accountant	
Zonar value, certified by the company accountant	

14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
14.5 Deed of Assignment	To be provided by the Applicant.
14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
14.8 Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
15. Untitled Lands	
15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.
15.2 Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.

15.3 Latest realty tax receipts	To be provided by the Applicant.
15.4 Affidavit by the transferor attesting continuous and open	To be provided by the Applicant.
possession of the property is located	
15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of	To be provided by the Applicant.
place where the property is located	
15.6 Duplicate original or certified true copies of any deed,	To be provided by the Applicant.
conveyance, mortgage, lease or other voluntary instrument	
affecting the property recorded in the Register of Deeds for	
the province of city where the land is situated	
15.7 Affidavit executed by the transferor attesting to the:	To be provided by the Applicant.
a. Existence (or non-existence) of easements over the untitled	
property	
b. Kind/description of the easement and its location	
c. Whether the transferor is the dominant estate or the	
servient estate, by virtue of such easements	
15.8 Under oath undertaking of the transferor/subscriber to answer	To be provided by the Applicant.
for any liability that the corporation might incur by virtue of	
the acceptance of said property as paid-up capital	
15.9 Clearance or certification from the Department of Agrarian	To be provided by the Applicant.
Reform (DAR) attesting to the following:	
a. There is no other claimant to the untitled land	
b. it has not issued any Certificate of Land Ownership Award	
(CLOA) over the property to any other party or	
c. The land is exempt from the coverage of the	
Comprehensive Agrarian Reform Program (CARP)	
15.10 Blue Print Survey of the Plan as approved by the Bureau of	To be provided by the Applicant.
Lands	
15.11 Detailed schedule of the property showing its registered	To be provided by the Applicant.
owner, location, area, tax declaration number and the basis	
of transfer value (market value/ assessed value / zonal value	
or appraised value)	

45.42 Latest range valuation contified by DID if transfer value is	To be provided by the Applicant
15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
	T 1 11 11 A 11 1
15.13 Appraisal report by authorized appraiser, if transfer value is	To be provided by the Applicant.
based on appraised value (not more than 6 month old)	
15.14 Deed of Assignment	To be provided by the Applicant.
15.15 Affidavit of undertaking to submit certified true copy of the	To be provided by the Applicant.
original certificate of title in the name of the transferee-	
corporation within one (1) year from the date of receipt of the	
approval of the application	
16. Inventories / Furniture / Personal Properties	
16.1 Detailed schedule of property showing the description and	To be provided by the Applicant.
the basis of transfer value (market value or book value)	
certified by the company accountant	
16.2 Special Audit Report by an Independent CPA on the	To be provided by the Applicant.
verification and valuation of property, if transfer value is	
based on book value	
16.3 Deed of Assignment	To be provided by the Applicant.
	To do provide a y area pproduct
17. Heavy equipment and machinery	
17.1 Detailed schedule of the property showing the description	To be provided by the Applicant.
and the transfer value certified by the company accountant	
17.2 Appraisal report by authorized appraiser (not more than 6	To be provided by the Applicant.
month old). If the property is imported, valuation report with	, , , , , , , , , , , , , , , , , , ,
description of the property) by the Bangko Sentral Ng	
Pilipinas.	
17.3 Deed of Assignment	To be provided by the Applicant.
The Book of Acong initiality	10 50 provided by the replicant.
17.4 Certification from the transferor stating that the properties are	To be provided by the Applicant.
existing and in good condition	, , ,
Omening and in great containen	

18. Shares of Stock	
18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
18.3 Deed of Assignment	To be provided by the Applicant.
18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
18.5 Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.
18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.
18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19. Motor Vehicles	
19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.
19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.

19.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
19.4 Deed of Assignment	To be provided by the Applicant.
19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.
20. Sea Vessel / Aircraft	
20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.
20.2 Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
20.5 Deed of Assignment	To be provided by the Applicant.
20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
21. Intangibles	
21. Intangibles 21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant

	rtificate of Registration of Intellectual Property mining permit for mining claims/rights	To be provided by the Applicant
licensed F	eport by an accredited appraisal company or by a lipino mining engineer for mining claims/rights than 6 months old)	To be provided by the Applicant
21.4 Deed of As	signment	To be provided by the Applicant
	undertaking by an officer of the company to of of transfer of ownership within the prescribed	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. Net Assets		
	ancial statements (AFS) of the applicant n as of the last fiscal year received by BIR and	To be provided by the Applicant
	ancial statements of single proprietorship / p / division of corporation (for spin-off) as of last	To be provided by the Applicant
22.3 Long-form	audit report of item no. 22.2	To be provided by the Applicant
22.4 Deed of Ass	ignment of the assets and liabilities	To be provided by the Applicant
date of the	itors with the amount due to each creditor as of AFS certified by the auditor or certified under company accountant and written consent of	To be provided by the Applicant
registratio by the com	edule of properties with certificate of n/titles and their respective book values certified npany accountant	To be provided by the Applicant
	of the certificate of registration of the motor resent original for verification)	To be provided by the Applicant
	T/CCT and tax declaration sheets certified by the f Deeds and Assessor's Office, respectively	To be provided by the Applicant

22.9 Photocopy of stock certificates (present original for	To be provided by the Applicant	
verification)		
22.10 DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant	
22.11 Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.	
submit the required proof of transfer within the prescribed	For guidance, please refer to Memorandum Circular No. 14 series of 2013	
period	downloadable at SEC website through the following URL:	
-	http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queuing system	Calls the number through the system and assists the client	None	5-10 minutes per application	EO Frontline Staff Information Officer III
2.	Submits the requirements to Table 1	2. Records the application for -pre-processing 2.1. For first time applicants, Assigns the application to an EO processor 2.1.1.If for compliance,	None	20 working days	EO Frontline Staff Supervising Administrative Officer Securities Specialist II EO Director/OIC
		records the date of submission and forwards the application to the assigned EO processor			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	 2.2. Advises the client when to follow up the application 2.3. Examines whether the documents submitted are complete in form 	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and in substance. 2.3.1. If application is complete and in order, the specialist prepares Final Report and submits it to Director for Review			
	2.3.2.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.4. Reviews the final report			
		2.4.1.If compliant, orders the specialist to issue Payment Assessment Form (PAF)			
		2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.2			
	Prepares follow-up slip (form is available at the Guard) and submits to Table 1	3. Receives the follow-up slip and forwards it to the assigned financial specialist	None	30 minutes	EO Frontline Staff
	Receives the Payment Assessment Form	4. Prepares and issues Payment Assessment Form (PAF) to the applicant	None	30 minutes	Supervising Administrative Officer Securities Specialist II
5.	Pays the filing fees	Receives and acknowledges payment 5.1 Stamps paid the document and	1. Amended Articles of Incorporation – P1,010*	30 minutes	EO Cashier Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	forward to the			
	Receiving Officer	2. Increase of Capital		
		Stock -		
	5.2 Stamps received the	**For corporation with		
	documents and	par value –		
	forward to the in-	1/5 of 1% of the		
	charge for the	increase in capital		
	Certificate Amended	stock but not less		
	Articles of	than P3,000.00 or the		
	Incorporation and/or	subscription price of		
	By-laws	the subscribed capital		
	505 : "	stock, whichever is	20 : 1	50 D
	5.3 Receives the	higher	30 minutes	EO Receiving Unit
	complete application	**E (:		
	requirements	**For corporation		
	545	without par value –	00 : 1	0 41 11. 0.5.
	5.4 Encodes the details	1/5 of 1% of the	20 minutes	Supervising Administrative Officer
	of the Increase of	increase in capital		
	Capital Stock in the	stock computed at		
	system and forwards	P100.00 per share but not less than		
	the application to the	P3.000.00 or the		
	Support Staff	issue value of the		
	5.5 Prepares Certificate	subscribed capital	20 minutes	Securities Specialist II
	·	stock, whichever is	20 minutes	Securilles Specialist II
	of Increase of Capital Stock and	,		
	Amendment of	higher		
	Articles of	3. LRF -equivalent to		
	Incorporation	1% of the computed		
	ιπουτροιατίστι	filing fee for Increase		
		ming lee for increase		

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			5.6 Signs and approves the application	of Capital Stock but not less than P10.00	20 minutes	EO Director/OIC
			5.7 Forwards the approved application to the Releasing Unit	4. Documentary Stamp tax of P60.00 *Inclusive of LRF of	10 minutes	Administrative Assistant II
				P10.00		
				***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
6.	Secures a number through the queuing system (Releasing)	6.	Calls the number through the system and assists the client	None	30 minutes	Table 1
7.	Presents the Official Receipt to the Counter Officer	7.	Receives the Official Receipt	None	30 minutes	EO Counter
8.	Receives the duly approved application	8.	Releases the duly approved application	None	30 minutes	EO Frontline Staff
TC	OTAL			1. Amended Articles of Incorporation – P1,010*	20 working days and 5 hours	
				Plus		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Increase of		
		Capital Stock -		
		**For corporation		
		with par value –		
		1/5 of 1% of the		
		increase in capital		
		stock but not less		
		than P3,000.00 or		
		the subscription price of the		
		subscribed capital		
		stock, whichever is		
		higher		
		9		
		**For corporation		
		without par value –		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		P100.00 per share		
		but not less than		
		P3,000.00 or the		
		issue value of the		
		subscribed capital stock, whichever is		
		higher		
		ingilei		
		3. LRF -equivalent		
		to 1% of the		
		computed filing fee		
		for Increase of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital Stock but not less than P10.00		
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	SEC Cagayan De Oro Extension Office (S	EC-CDOEO)			
Classification:	Simple	Simple			
Type of Transaction:	G2B – Government to Business				
Who may avail:	All Registered Partnerships, Domestic Corpo	orations, and Licensed Foreign Corporations			
CHECKL	ST OF REQUIREMENTS	WHERE TO SECURE			
SEC FORM 2015-001 (1 Ori	ginal)	SEC EO			
Monitoring Clearance (1 ph * Primary Licenses * Lending * Foundation	notocopy)	SEC EO CGFD CGFD			
For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any		Corporate Secretary or at www.secexpress.ph			
For Partnerships, attach the Amended Articles of Partnerships	e Articles of Partnership or latest ership, if any	Corporate Secretary or at www.secexpress.ph			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	. Secures a number from the guard on duty	Calls the number and assists the client	None	3 minutes	EO Frontline Staff/COS
2	. Waits for the processing of request	2. Receives application	Certification Fee – PHP 500	2 minutes	EO Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1. Receives the PAF and pays to the SEC	2.1. Evaluate attachments	Documentary Stamp Tax – PHP 30	2 minutes	Administrative Assistant I/ Administrative Officer IV
Cashier.	2.2. Verifies the status of		5 minutes per	
	corporation through CIS- URDB.		document	
	2.2.1.If application is cleared, a Payment		5 minutes per document	
	Assessment Form is issued to			
	applicant with instruction to pay at			
	the SEC Cashier.			
	2.2.2.If not cleared in Certification		5 minutes per document	
	Issuance System- Unified Reference		dodinon	
	Database (CIS-			
	URDB), instructs the applicant to			
	return to the			
	department who encoded the			
	infraction.			
	2.3. Receives the machine		3 minutes	
	validated Payment Assessment Form.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Prints the Certificate of No Derogatory Information through the CIS-URDB.		5 minutes	Administrative Assistant I/ Administrative Officer IV
	2.5. Reviews the application and signs the Certificate of No Derogatory Information.		10 minutes	EO Director
3. Waits for name/number to be called	3. Calls the number	None	1 minute	EO Frontline Staff
4. Receives the certification	4. Seals the Certificate of No Derogatory Information with the SEC logo 4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.	None	5 minutes	Administrative Assistant I/ Administrative Officer IV
TOTAL	1 1	PHP 530	47 minutes	

7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Cagayan De Oro Ext	tension Office (SEC-CDOEO)	
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Signed Letter Request (1 original, 1 photocopy)		Requesting Government Agency	

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submits the letter to the Office of the Director through the EO Counter	Receives the letter request 1.1. Assigns and forwards to	None	3 minutes	EO Frontline Staff
		concerned EO staff			
2.	Waits to process the request	Prepares the requested documents and forwards to the Administrative Assistant II	None	5 minutes per document	EPO Frontline Staff COS Confidential Assistant III
		2.1. *If plain copy, prints the documents	PHP 10.00 per page	10 minutes per document	
		2.2. **If authenticated copy, prints and stamps the documents			
		2.3. Prepares the letter reply and/or Payment Assessment Form (PAF)			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and forwards the same together with the documents to the Administrative Officer IV 2.3.1.If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF		10 minutes	Confidential Assistant III Administrative Officer IV
	2.4. For non-profit making agencies, do not issue a PAF		5 minutes	EQ Diversity
	2.5. Signs the letter and/or documents and forwards to the Administrative Assistant II		5 minutes	EO Director
Receives the transmittal letter with attached document/s	3. Transmits the signed letter reply with attached documents 3.1. If the requesting party is nearby SEC Extension	None	5 minutes per agency	EO Frontline Staff/COS/Confidential Assistant III/Administrative Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Office, personally call the requestor to receive the document/s			
	3.2. If the requesting party is outside Metro Manila, transmits by courier/express			
	3.3. Transmits the signed letter reply with attached PAF through courier/express			
TOTAL		P10.00 per page	1 working day	

8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Cagayan De Oro Extension Office (SEC-CDOEO)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKL	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
None None		None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Gets a number from the guard on duty and proceeds to EO Counter	Calls the number and assists the client	None	1 minute	EO Frontline Staff COS
2. Presents concern/s, query or complaint	Renders advice depending	None	30 minutes	EO Frontline Staff COS
2.1. Presents written complaint	2.1. On the nature of the concern/query; or		5 minutes	
	2.2. Hands out the requested checklist of requirements, guidelines, or sample forms;		5 minutes	
	2.3. Refers to the appropriate EO staff		5 minutes	

	2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days			
TOTAL		None	46 minutes	

9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Cagayan De Oro Extension Office (SEC-CDOEO)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Business		
Who may avail:	General Public		
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE	
If reports/reportorial requirements, bring 5 sets/copies.			
Otherwise, no other requirements needed.			

Option 1 – Walk-in submission of reports/reportorial requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client gets a number, proceeds to the EO Counter and waits to be called	Calls on the client's number	None	2 minutes	EO Frontline Staff/COS/Confidential Assistant III
1.1. Presents 5 sets/copies of documents	1.1. Encodes document, prints barcode page, and attached barcode page to each copy		3 minutes/doc	EO Frontline Staff/COS/Confidential Assistant III
Claims 1 set for his file copy, including the acknowledgement receipt (barcode page)	Retains 4 sets including original and returns 1 set to client		1 minute	EO Frontline Staff/COS/Confidential Assistant III
TOTAL	1	None	6 minutes	

10. Recording of Partnerships through the Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure for the issuance of the Certificate of Recording of partnerships after the submission of the application through the Electronic Simplified Processing Application for Registration of Company (ESPARC).

Office or Division:	SEC Cagayan De Oro Extension Office (SEC-CDOEO)				
Classification:	Simple	Simple			
Type of Transaction:	G2C – Government to Client; G2B – Gove	ernment to Business			
Who may avail:	All Natural and Juridical persons and their	representatives			
CHECKLIS	T OF REQUIREMENTS	WHERE TO SECURE			
1. Coversheet					
2. Articles of Partnership		https://secwebapps.sec.gov.ph/application			
Additional Requirements:					
Foreign Investments Act Form 105 Endorsement from concerned agencies		Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf			
*Please be informed to arrang checklist in 2 originals and 1 p	e in accordance with the order in the photocopy				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Applicant proceed to online link: (https://secwebapps.sec.gov.ph/application) 		None		Applicant/registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Verifies, reserves proposed company name with or without trade name/s	 2. System performs initial validation of proposed company name subject to Final validation by SEC name verifier. 2.1. Reservation of proposed company name expires on the 4th day if the proposed name is not submitted for verification 	None		Applicant/registrant
Starts filling out company details and submit forms on-line	3. SECCDO name vefier evaluates the name in accordance with Memorandum Circular No. 13 series of 2019. 3.1. name verifier assigns application to designated SECCDO processors	None	1 day	Applicant/registrant
	4. SECCDO Processors Process the submitted application online in accordance with the		1 day	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Revised Corporation			
	Code, Guidelines on			
	Corporate names,			
	Foreign Investments			
	Act, Anti-Dummy Law			
	and other special laws			
	and applicable SEC			
	rules and regulations			
	4.1.1.If compliant,	For stock		
	processor	corporation based		
	approves	on the authorized		
	application	capital stock:		
	and a system	With par value: 1/5		
	generated	of 1% of the		
	Payment	authorized capital		
	Assessment	stock but not less		
	Form (PAF)	than P 2,000 or the		
	together with	subscription price of		
	the approved	the subscribed		
	system	capital stock		
	generated	whichever is higher		
	Articles and	Without par value:		
	By-laws will	1/5 of 1% of the		
	be emailed	authorized capital		
	to applicant.	stock computed at		
		P100 per share but		
	4.2. Required filing	not less than P		
	fees based on	2,000 or the issue		
	Memo Circular	value of the		
		subscribed capital		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	No. 3, series of	stock whichever is		
	2017	higher		
		By-Laws for both		
	4.2.1.lf non-	stock and non-stock		
	compliant,	corporations: P		
	application	1,000		
	will be	Articles of		
	rejected and	Incorporation for		
	returned to	non-stock		
	the applicant	corporation: P 1,000		
	with remarks	Foreign Investments		
	of the noted	Act (FIA) Form 100:		
	deficiencies	P3,000.00		
	to be	Company Name		
	corrected by	Reservation:		
	applicant.	P100.00		
	Upon	Each additional		
	compliance	trade name/s:		
	of the	P100.00		
	deficiencies	Documentary Stamp		
	applicant	<u>Tax</u> : P30.00		
	may resend	Legal Research Fee		
	application	(LRF): 1% of the		
	for another	Filing Fee but not		
	evaluation.	less		
		than Ten Pesos (P		
		10.00)		
		Handling fee P20.00		
5. Applicant generates approved Articles of	5.			
Partnership and have it signed and				
notarized.				

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.	Client submits 2 original and 1 photocopy of the signed and notarized documents and secures a number from table 1 for queuing and waits for number to be called. 6.1. Client pays corresponding filing fees.	6. Documents are checked by processor for completeness of signatures, notarization, dates and subjected to final review before endorsed to the cashier for payment.	None	15 minutes	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I
		6.1. Cashier receives payment for filing fee and officially receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assitant II/ for generation of the Certificate of Registration (COR)		10 minutes	Cashier
		6.2. process the company's certificate in the CORES and		10 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prints Certificate for signature by EO Director			
	6.3. Makes final review and evaluates the application with supporting documents		15 minutes	Administrative Assistant II
	6.3.1.If compliant, signing of the Certificate of Registration (COR)		10 minutes	EO Director/ OIC
	6.4. If non-compliant, documents were returned to the processor, then to the party/client			
7. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration	7. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minutes	EO Frontline Staff Information Officer III
TOTAL		For stock corporation based	1 to 3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		on the authorized		
		capital stock:		
		With par value: 1/5		
		of 1% of the		
		authorized capital		
		stock but not less		
		than P 2,000 or the		
		subscription price		
		of the subscribed		
		capital stock		
		whichever is higher		
		Without par value:		
		1/5 of 1% of the		
		authorized capital		
		stock computed at		
		P100 per share but		
		not less than P		
		2,000 or the issue		
		value of the		
		subscribed capital		
		stock whichever is		
		higher		
		By-Laws for both		
		stock and non-		
		stock corporations:		
		P 1,000		
		Articles of		
		Incorporation for		
		non-stock		
		corporation: P		
		1,000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Foreign</u>		
		Investments Act		
		(FIA) Form 100:		
		P3,000.00		
		Company Name		
		Reservation:		
		P100.00		
		Each additional		
		trade name/s:		
		P100.00		
		Documentary		
		Stamp Tax: P30.00		
		Legal Research		
		Fee (LRF): 1% of		
		the Filing Fee but		
		not less		
		than Ten Pesos (P		
		10.00)		
		Handling fee		
		P20.00		

11. Registration of Regular Corporations through the Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on registration of domestic corporations consisting of 5 incorporators pursuant to Section 10 of the Revised Corporation Code (RCC) through the Electronic Simplified Processing Application for Registration of Company (ESPARC).

Office or Division:	SEC Cagayan De Oro Extension Offic	ce (SEC-CDOEO)		
Classification: Simple				
Type of Transaction: G2C – Government to Client; G2B – Gov		overnment to Business		
Who may avail:	All Natural and Juridical persons and the	neir representatives		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
 Cover Sheet Articles of Incorporation corporations) Treasurer's Affidavit (for the control of the cont	Lending and Financing Corporation)	https://secwebapps.sec.gov.ph/application		
Additional Requirements		Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf		
7. Foreign Investments Act corporations with more thup capital is CASH	Form 100 (for stock nan 40% foreign equity) whose paid-			
•	ed Bank Certificate of at least P1M of Willingness to be Audited			
9. Endorsement from conce	rned agencies			
*Please be informed to ar in the checklist in 2 origin	range in accordance with the order nals and 1 photocopy			

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applicant proceed to online link: https://secwebapps.sec.gov.ph/application			None		Applicant/registrant
2.	Verifies, reserves proposed company name with or without trade name/s	2.	System performs initial validation of proposed company name subject to Final validation by SEC name verifier. 2.1.1.Reservation of proposed company name expires on the 4 th day if the proposed name is not submitted for verification	None		Applicant/registrant
3.	Starts filling out company details and submit forms on-line	3.	SECCDO name vefier evaluates the name in accordance with Memorandum Circular No. 13 series of 2019. 3.1. name verifier assigns application to designated	None	1 day	Applicant/registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	SECCDO			
	processors			
	4. SECCDO Processors Process the submitted application online in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations 4.1.1.If compliant, processor approves application and a system generated Payment Assessment Form (PAF) together with the approved system generated Articles and By-laws will be	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws for both stock and non- stock corporations: P 1,000	1 day	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	emailed to	Articles of		
	applicant.	Incorporation for non-stock		
	4.1.2.Required filing	corporation: P		
	fees based on	1,000		
	Memo Circular	Foreign		
	No. 3, series	Investments Act		
	of 2017	(FIA) Form 100:		
		P3,000.00		
	4.1.3.lf non-	Company Name		
	compliant,	Reservation:		
	application will	P100.00		
	be rejected	Each additional		
	and returned	trade name/s:		
	to the	P100.00		
	applicant with remarks of the	Documentary		
	noted	Stamp Tax: P30.00 Legal Research		
	deficiencies to	Fee (LRF): 1% of		
	be corrected	the Filing Fee but		
	by applicant.	not less		
	Upon	than Ten Pesos (P		
	compliance of	10.00)		
	the	Handling fee		
	deficiencies	P20.00		
	applicant may			
	resend			
	application for			
	another			
	evaluation			

	CLIENT STEPS	AGE	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and By-law	enerates approved Articles s and have it signed and r authenticated.					
of the signe authenticat number fro for number	nits 2 original and 1 photocopy ed and notarized or duly ed documents and secures a m table 1 for queuing and waits to be called. pays corresponding filing fees.	by p com sign date final endo	uments are checked rocessor for pleteness of atures, notarization, s and subjected to review before prsed to the cashier ayment.	None	15 minutes	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I
O.T. Official	pays corresponding ming ices.	6.1.	Cashier receives payment for filing fee and officially receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assitant II/ for generation of the Certificate of Registration (COR)		10 minutes	Cashier
		6.2.	Process the company's		10 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	certificate in the CORES and prints Certificate for signature by EO Director			
	6.3. Makes final review and evaluates the application with supporting documents		15 minutes	Administrative Assistant
	6.3.1.If compliant, signing of the Certificate of Registration (COR)		10 minutes	EO Director/ OIC
	6.3.2.6.3.2 If non- compliant, documents were returned to the processor, then to the party/client			
7. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and	7. Enters company name in the Masterlist and releases the Certificate together with registration	None	10 minutes	EO Frontline Staff Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
receives the signed Certificate of Registration	application then stamps release the official receipt			
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock	1 to 3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		whichever is		
		higher By-Laws for both		
		stock and non-		
		stock		
		corporations: P		
		1,000		
		Articles of		
		Incorporation for non-stock		
		corporation: P		
		1,000		
		<u>Foreign</u>		
		Investments Act		
		(FIA) Form 100:		
		P3,000.00		
		Company Name Reservation:		
		P100.00		
		Each additional		
		trade name/s:		
		P100.00		
		<u>Documentary</u>		
		Stamp Tax:		
		P30.00 <u>Legal Research</u>		
		Fee (LRF): 1% of		
		the Filing Fee but		
		not less		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		than Ten Pesos (P 10.00) Handling fee P20.00		

12. Registration of Corporations with 2-4 Incorporators through the Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on registration of domestic corporations consisting of 2-4 incorporators pursuant to Section 10 of the Revised Corporation Code (RCC) through the Electronic Simplified Processing Application for Registration of Company (ESPARC).

Office or Division:	SEC Cagayan De Oro Extension Office (SEC-CDOEO)				
Classification:	Simple				
Type of Transaction:	G2C – Government to Client; G2B – Gov	vernment to Business			
Who may avail:	All Natural and Juridical persons and the	ir representatives			
CHECKLIST	T OF REQUIREMENTS WHERE TO SECURE				
3. Treasurer's Affidavit (for Le	or stock and non-stock corporations) ending and Financing Corporation) e-stock corporations)	https://secwebapps.sec.gov.ph/application			
 By-Laws (for stock and non-stock corporations) Additional Requirements Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH For Foundations, notarized Bank Certificate of at least P1M and Notarized Statement of Willingness to be Audited Endorsement from concerned agencies 		Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf			
*Please be informed to arrange checklist in 2 originals and 1 p	e in accordance with the order in the hotocopy				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant proceed to online link: (https://secwebapps.sec.gov.ph/application)		None		Applicant/registrant
Verifies, reserves proposed company name with or without trade name/s	 System performs initial validation of proposed company name subject to Final validation by SEC name verifier. Reservation of proposed company name expires on the 4th day if the proposed name is not submitted for verification 	None		Applicant/registrant
Starts filling out company details and submit forms on-line	3. SECCDO name vefier evaluates the name in accordance with Memorandum Circular No. 13 series of 2019. 3.1. name verifier assigns application to designated SECCDO processors	None	1 day	Applicant/registrant
	SECCDO Processors Process the submitted		1 day	Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application online in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations 4.1.1.If compliant, processor approves application and a system generated Payment Assessment Form (PAF) together with the approved system generated Articles and By-laws will be emailed to applicant.	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of		Securities Counsel 1 Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant generates approved Articles and	 4.2. Required filing fees based on Memo Circular No. 3, series of 2017 4.2.1.If non-compliant, application will be rejected and returned to the applicant with remarks of the noted deficiencies to be corrected by applicant. Upon compliance of the deficiencies applicant may resend application for another evaluation. 	the subscribed capital stock whichever is higher By-Laws for both stock and non-stock corporations: P 1,000 Articles of Incorporation for non-stock corporation: P 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00		
By-laws and have it signed and notarized or authenticated.				

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.	Client submits 2 original and 1 photocopy of the signed and notarized or duly authenticated documents and secures a number from table 1 for queuing and waits for number to be called.	6. Documents are checked by processor for completeness of signatures, notarization, dates and subjected to final review before endorsed to the cashier for payment.	None	15 minutes	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I
	6.1. Client pays corresponding filing fees.	6.1. Cashier receives payment for filing fee and officially receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assitant II/ for generation of the Certificate of Registration (COR)		10 minutes	Cashier
		6.2. process the company's certificate in the CORES and prints Certificate for		10 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	signature by EO Director			
	6.3. Makes final review and evaluates the application with supporting documents		15 minutes	Administrative Assistant II
	6.3.1.If compliant, signing of the Certificate of Registration (COR)		10 minutes	EO Director/ OIC
	6.3.2.If non- compliant, documents were returned to the processor, then to the party/client			
7. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration	7. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minutes	EO Frontline Staff Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws for both stock and non-stock corporations: P 1,000 Articles of Incorporation for	1 to 3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		non-stock		
		corporation: P 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		P3,000.00		
		Company Name		
		Reservation: P100.00		
		Each additional trade		
		name/s: P100.00		
		Documentary Stamp		
		Tax: P30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not		
		less		
		than Ten Pesos (P		
		10.00)		
		Handling fee P20.00		

13. Registration of One Person Corporation (OPC) through the Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on registration of One Person Corporations pursuant to Section 10 and Title XIII chapter III of the Revised Corporation Code (RCC) through the Electronic Simplified Processing Application for Registration of Company (ESPARC).

Office or Division:	SEC Cagayan De Oro Extension Office	(SEC-CDOEO)		
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2B – Gove	rnment to Business		
Who may avail:	All Natural and Juridical persons and their	representatives		
CHECKLIS	ST OF REQUIREMENTS	WHERE TO SECURE		
i. Foreign Investme corporations we whose paid-up ii. Endorsement for the corporation whose paid-up ii. *Please be information of the corporation	Nominee and Alternate Nominee	https://secwebapps.sec.gov.ph/application • Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applicant proceed to online link: (https://secwebapps.sec.gov.ph/a pplication)		None		Applicant/registrant
2.	Verifies, reserves proposed company name with or without trade name/s	 2. System performs initial validation of proposed company name subject to Final validation by SEC name verifier. 2.1. Reservation of proposed company name expires on the 4th day if the proposed name is not submitted for verification 	None		Applicant/registrant
3.	Starts filling out company details and submit forms on-line	3. SECCDO name vefier evaluates the name in accordance with Memorandum Circular No. 13 series of 2019. 3.1. name verifier assigns application to designated SECCDO processors	None	1 day	Applicant/registrant
		4. SECCDO Processors Process the submitted application online in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and		1 day	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicable SEC rules and			
	regulations			
	4.1.1.If compliant,			
	processor approves	For stock corporation		
	application and a	based on the		
	system generated	authorized capital		
	Payment	stock:		
	Assessment Form	With par value: 1/5 of		
	(PAF) together with	1% of the authorized		
	the approved system	capital stock but not		
	generated Articles	less than P 2,000 or		
	and By-laws will be	the subscription price		
	emailed to applicant.	of the subscribed		
		capital stock		
	4.2. Required filing fees based	whichever is higher		
	on Memo Circular No. 3,	Without par value: 1/5		
	series of 2017	of 1% of the		
		authorized capital		
	4.2.1. If non-compliant,	stock computed at		
	application will be	P100 per share but		
	rejected and	not less than P 2,000		
	returned to the	or the issue value of		
	applicant with	the subscribed capital		
	remarks of the noted	stock whichever is		
	deficiencies to be	higher		
	corrected by	By-Laws for both		
	applicant. Upon	stock and non-stock		
	compliance of the	corporations: P 1,000		
	deficiencies applicant	Articles of		
	may resend	Incorporation for non-		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	application for another evaluation.	stock corporation: P 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00	PROCESSING TIME	PERSON RESPONSIBLE
5. Applicant generates approved Articles of Incorporation and Acceptance Letter of Nominee and Alternate Nominee and have it signed and notarized or authenticated.		Figure 1 20.00		
6. Client submits 2 original and 1 photocopy of the signed and notarized or duly authenticated documents and secures a number from table 1 for queuing and waits for number to be called.	 6. Documents are checked by processor for completeness of signatures, notarization, dates and subjected to final review before endorsed to the cashier for payment. 6.1. Cashier receives payment for filing fee and officially 	None	15 minutes 10 minutes	Administrative Officer II Securities Counsel 1 Securities Specialist II Securities Specialist I Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.1. Client pays corresponding filing fees.	receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assitant II/ for generation of the Certificate of Registration (COR)			
	6.2. process the company's certificate in the CORES and prints Certificate for signature by EO Director		10 minutes	Administrative Assistant II
	6.3. Makes final review and evaluates the application with supporting documents		15 minutes	Administrative Assistant II
	6.3.1. If compliant, signing of the Certificate of Registration (COR)		10 minutes	EO Director/ OIC
	6.3.2. If non-compliant, documents were returned to the processor, then to the party/client			
7. Presents original receipt to the Releasing Unit on assigned	7. Enters company name in the Masterlist and releases the	None	10 minutes	EO Frontline Staff Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
returned date, signs in logbook of	Certificate together with			
documents released and	registration application then			
receives the signed Certificate of	stamps release the official			
Registration	receipt			
TOTAL		For stock	1 to 3 working days	
		corporation based		
		on the authorized		
		capital stock:		
		With par value: 1/5		
		of 1% of the		
		authorized capital		
		stock but not less		
		than P 2,000 or the		
		subscription price of		
		the subscribed		
		capital stock		
		whichever is higher		
		Without par value:		
		1/5 of 1% of the		
		authorized capital		
		stock computed at		
		P100 per share but		
		not less than P 2,000		
		or the issue value of		
		the subscribed		
		capital stock		
		whichever is higher		
		By-Laws for both		
		stock and non-stock		
		corporations: P		
		1,000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Articles of		
		Incorporation for		
		<u>non-stock</u>		
		corporation: P 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		P3,000.00		
		Company Name		
		Reservation:		
		P100.00		
		Each additional		
		trade name/s:		
		P100.00		
		Documentary Stamp		
		Tax: P30.00		
		Legal Research Fee		
		(LRF): 1% of the		
		Filing Fee but not less		
		than Ten Pesos (P 10.00)		
		Handling fee P20.00		

14. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

Office or Division:	SEC Cagayan De Oro Extension Offic	ce (SEC-CDOEO)
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2B – Go	vernment to Business
Who may avail:	All Natural and Juridical persons and th	eir representatives
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE
corporations) Treasurer's Affidavit (for stock and by-Laws (for stock and Foreign Investments Adwith more than 40% for CASH Affidavit of Accuracy Affidavit of Correctness	or stock corporation only) non-stock corporations) or Form 100 (for stock corporations) eign equity) whose paid-up capital is	Company Registration System (CRS) SEC Extension Office CRS website: crs.sec.gov.ph Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an email account in the CRS	 System sends verification confirmation to allow applicant to sign-in into the facilities therein. Email account created automatically expires within 90 calendar days if inactive. 	None		Applicant/registrant
Verifies, reserves or appeals the proposed company name with or without trade name/s	System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4 th day if in-forms are not filled up	None		Applicant/registrant
Starts filling out company details and submit forms on-line	Systems validates the company information encoded	None		Applicant/registrant
Submits the hard copies of signed and notarized documents	Receives the application documents and assigns to a processor		10 minutes	SEC administrative assistant II
	4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign		1 to 3 working days	Administrative Officer II Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Investments Act, Anti-			
	Dummy Law and other			
	special laws and			
	applicable SEC rules and	For stock corporation based	10 minutes	
	regulations	on the authorized capital		
		stock:		
	4.1.1.If compliant,	With par value: 1/5 of 1% of		
	processor issues a	the authorized capital stock		
	Payment	but not less than P 2,000 or		
	Assessment Form	the subscription price of the		
	(PAF)	subscribed capital stock		
		whichever is higher		
	4.2. Required filing fees based	Without par value: 1/5 of 1%		
	on Memo Circular No. 3,	of the authorized capital stock		
	series of 2017	computed at P100 per share		
		but not less than P 2,000 or		
	4.2.1.If non-compliant,	the issue value of the		
	application will be	subscribed capital stock		
	returned to the party	whichever is higher		
		By-Laws for both stock and		
		non-stock corporations: P		
		1,000		
		Articles of Incorporation for		
		non-stock corporation: P		
		1,000		
		Foreign Investments Act (FIA) Form 100: P3,000.00		
		Company Name Reservation:		
		P100.00		
		Each additional trade name/s:		
		P100.00		

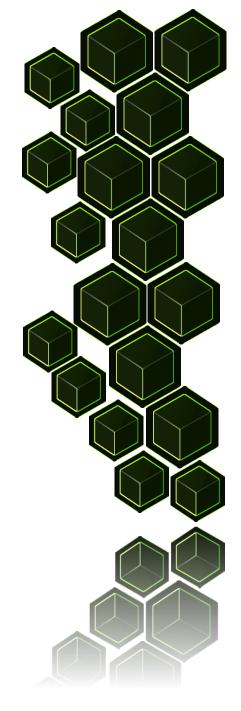
CLIENT STEP	PS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00)		
5. Submits the pro payment and documents	of of 5	5. Officially receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assitant II/Securities Specialist I for generation of the Certificate of Registration (COR)	None	10 minutes	Administrative Assistant II
		5.1. Enters company name in the SEC EO Masterlist and prints Certificate		10 minutes	Administrative Assistant II
		5.2. Reviews and evaluates the application with supporting documents5.2.1.If compliant, signing of the Certificate of Registration (COR)		20 minutes	EO Director/EO OIC
	6	6. 5.3.2 If non-compliant, documents were returned to the processor, then to the party/client			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. 6. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR)	8. 6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minutes	EO Frontline Staff Information Officer III
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws for both stock and non-stock corporations: P 1,000 Articles of Incorporation for non-stock corporation: P 1,000	1 to 3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Foreign Investments Act		
		(FIA) Form 100: P3,000.00		
		Company Name		
		Reservation: P100.00		
		Each additional trade		
		<u>name/s:</u> P100.00		
		Documentary Stamp Tax:		
		P30.00		
		Legal Research Fee (LRF):		
		1% of the Filing Fee but not		
		less		
		than Ten Pesos (P 10.00)		

DAVAO CITY SEC - EXTENSION OFFICE

SDC Building, Purok 13, Maa Road, Barangay Maa, Davao City



1. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships.

Office	or Division:	SEC Extension Office – Davao Ex	xtension Office	
Class	ification:	Simple		
Type	of Transaction:	G2B – Government to Business; G2C- Government to Client		
Who	may avail:	All registered partnerships through	their Authorized Representatives	
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
Basic Requirements (2 set original, 4 sets photocopies) 1. Cover Sheet		I, 4 sets photocopies)	May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/	
2.	2. Signed and notarized Amended Articles of Partnership with documentary stamps on one original set		Items 1 and 2 to be accomplished by applicant	
Addi	itional Requirements			
1.	Endorsement from other go applicable (1 original)	vernment agencies, if	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas	
2.	submit:	ded is the partnership name, indicating desired new name (1	Items 2-5 will be furnished by the applicant	

- b. Affidavit of a partner to change partnership name (not required if already stated in the AP)
- 3. If the provision to be amended is the change of partners, submit:
 - a. Notarized Deed of Assignment of partnership interest with documentary stamps on one original set or
 - b. documents showing withdrawal, resignation, retirement and death of a partner
- 4.
 If provision for amendment is to have foreign equity of a registered partnership, submit: F-106 signed and notarized with documentary stamps on one original set
- 5.
 If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107 signed and notarized on one original set

May secure copy from the Public Assistance Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures number from guard on duty for the Legal Unit then proceeds to wait at the Records Unit after securing a number from the Records Unit for the retrieval of partnership records	Endorses partnership records/applicant to the Legal Unit	None	30 minutes	Administrative Assistant II COS
2. Waits for the number to be called by the assigned EO processor	Processes and evaluates application for amendment	None	30 minutes (depending on the complexity of the	Securities Counsel II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and presents amendment documents	 2.1. If compliant, processor issues PAF and client is directed to Cashier Unit for payment of fees 2.2. If non-compliant, issues a checklist for compliance 		documentary requirements)	
3. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	3. If applicant pays at SEC Cashier, accepts the amendment documents, PAF, money or manager's check and issues the OR. The SEC Cashier machine-validates the amendment documents for payment details.	a. Amended Articles of Partnership – P2,000.00 b. Documentary Stamp Tax - P30.00 c. Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) d. Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s e. Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed	7 minutes	SEC Cashier

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			f. Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00 g. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) h. Handling Fee – P20.00		
4.	Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	10 minutes for all sets	Computer Operator COS
5.	Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow up availability of the Certificate by providing number of the Releasing Unit	None	5 minutes	Securities Counsel II Securities Counsel I
		5.1. Forwards partnership file and application		3 minutes	Securities Counsel II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents to Records Unit for recording		3 minutes	Administrative Assistant II COS
	5.2. Forwards recorded partnership file and application documents to Office of the Director		Within 2 hours from	Confidential Assistant III
	5.3. Prepares the Certificate of Amended Articles of Partnership		receipt of file and documents 15 minutes (depending on the complexity of the	Director
	5.4. Reviews the application and the contents of the Certificate and if in order, signs the Certificate; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate		documentary requirements)	
	5.5. Forwards signed Certificate and corporate file to Releasing Unit		5 minutes	Confidential Assistant III
Presents original receipt to the Releasing Unit on assigned time,	Presents logbook of released certificates and	None	5 minutes	Administrative Assistant II COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Partnership	certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Partnership			
TOTAL		a. Amended Articles of Partnership – P2,000.00 b. Documentary Stamp Tax - P30.00 c. Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) d. Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s e. Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed f. Amendment of Partnership with Increase in Capital	3 hours and 48 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		- 1/5 of 1% of the		
		Partnership's		
		Capital but not less		
		than P2,000.00		
		g. Amendment by		
		increasing foreign		
		equity FIA forms		
		(P3,000.00 with		
		LRF of P30.00)		
		h. Handling Fee –		
		P20.00		

2. Application for Correction of Articles of Incorporation

This service details the procedure on the action taken on Petitions filed for the correction of minor errors in the articles of incorporation of a corporation.

Office or Division:	SEC Extension Office – Davao	Extension Office
Classification:	Complex	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Registered Corporations whose	Articles of Incorporation are discovered to have minor errors
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE
 a. Verified Petition to Lift Order of R b. Certificate of Non-Forum Shoppin c. Notarized Director's/Trustee's Ce of the Board d. Secretary's Certificate of No-Intra e. Corrected Articles of Incorporation f. Any proof of operation to show so g. Monitoring Clearance 	g rtificate signed by a majority Corporate Dispute n	Items 1-6 are to be provided by the applicant corporation SEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures number from guard on duty for the Legal Unit then proceeds to wait at the Records Unit after securing a number from the Records Unit for the retrieval of corporate file	Endorses corporate file/applicant to the Legal Unit	None	30 minutes	Administrative Officer II Administrative Assistant II COS
Waits for the number to be called by the assigned processor and presents amendment documents	Processes and evaluates petition and its supporting documents	None	1 hour average (depending on the complexity of the	Securities Counsel I Securities Counsel I

	2.1 If compliant, processor issues PAF to the client who is directed to pay the amendment fees through any of the payment gateways 2.2 If non-compliant, issues a checklist for compliance		documentary requirements)	
3. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	3. If applicant pays at SEC Cashier, accepts the registration documents, PAF, money or manager's check and issues the OR. The SEC Cashier machine- validates the amendment documents for payment details.	a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee - P20.00	7 minutes	SEC Cashier
Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	15 minutes for all sets	Computer Operator COS
Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow up availability of the Certificate by providing number of the Releasing Unit	None	5 minutes	Securities Counsel II Securities Counsel I
			3 minutes	Securities Counsel II Securities Counsel I

	5.1 Forwards corporate file and application documents to Office of the Director		4 days	Director
	 5.2 Reviews the petition and its supporting documents and if in order, issues Order granting the Petition; otherwise, the application is returned to the processor for compliance or further review 5.3 Prepares the Certificate of Corrected Articles of Incorporation 		Within 2 hours from receipt of corporate file and amendment documents 5 minutes	Confidential Assistant III Confidential Assistant III
	5.4 Forwards signed Certificate and corporate file to Releasing Unit			
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate and Order	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate and Order	None	5 minutes	Administrative Assistant II COS

|--|

3. Application for Lifting of Order of Revocation/Suspension

This service details the procedure on the action taken on Petitions filed for the lifting of the order of revocation/suspension provided such corporations' term have not yet expired.

Office or Division:	SEC Extension Office – Davac	Extension Office		
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Registered Corporations whose	Certificates of Incorporation have been revoked or suspended and whose terms		
	have not yet expired.			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
· · · · · · · · · · · · · · · · · · ·		Items 1-10 are to be provided by the applicant corporation SEC SEC		

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Endorses corporate file/applicant to the Legal Unit	None	30 minutes	Administrative Officer II Administrative Assistant II COS
2. Evaluates petition and its supporting documents as to completeness 2.1 If non-compliant, issues a checklist for compliance 2.2 If compliant, processor advises client to follow up result of in-depth review of the petition and its supporting documents. 2.2.1 Conducts in-depth review of petition and its supporting documents. 2.2.2 Issues Memorandum to OGC and EIPD requesting for clearance for the	None	1 hour average (depending on the complexity of the documentary requirements)	Securities Counsel II Securities Counsel I
	1. Endorses corporate file/applicant to the Legal Unit 2. Evaluates petition and its supporting documents as to completeness 2.1 If non-compliant, issues a checklist for compliance 2.2 If compliant, processor advises client to follow up result of in-depth review of the petition and its supporting documents. 2.2.1 Conducts indepth review of petition and its supporting documents. 2.2.2 Issues Memorandum to OGC	1. Endorses corporate file/applicant to the Legal Unit 2. Evaluates petition and its supporting documents as to completeness 2.1 If non-compliant, issues a checklist for compliance 2.2 If compliant, processor advises client to follow up result of in-depth review of the petition and its supporting documents. 2.2.1 Conducts in-depth review of petition and its supporting documents. 2.2.2 Issues Memorandum to OGC and EIPD requesting for clearance for the	1. Endorses corporate file/applicant to the Legal Unit 2. Evaluates petition and its supporting documents as to completeness 2.1 If non-compliant, issues a checklist for compliance 2.2 If compliant, processor advises client to follow up result of in-depth review of the petition and its supporting documents. 2.2.1 Conducts in-depth review of petition and its supporting documents. 2.2.2 Issues Memorandum to OGC and EIPD requesting for clearance for the

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client returns on designated date and time.	3. Informs client of result of in-depth review of the petition. 3.1 If non-compliant, explains to client what needs to be complied. 3.2 If compliant, processor issues PAF to the client who is directed to pay the petition fees through any of the		30 minutes (depending on complexity of issues)	Securities Counsel II Securities Counsel I
4. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	payment gateways. 4. If applicant pays at SEC Cashier, accepts the registration documents, PAF, money or manager's check and issues the OR. The SEC Cashier machine- validates the amendment documents for payment details.	a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee - P20.00	7 minutes	SEC Cashier
5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	15 minutes for all sets	Computer Operator COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Returns documents stamped as received to processor	6. Checks documents are all stamped received and informs applicant to follow up availability of the Order issued by Head	None	5 minutes	Securities Counsel II Securities Counsel I
	Office 6.1 Drafts Order.		5 days	Securities Counsel II Securities Counsel I
	 6.2 Forwards corporate file and petition documents to Office of Director for review, and endorsement of Draft Order to Supervising Commissioner. 6.3 Reviews petition and its supporting documents, and reviews the Draft 		3 minutes 5 days	Director
	and reviews the Draft Order and if in order, issues Memorandum endorsing the petition to the EO Supervising Commissioner; otherwise, the application is returned to processor for correction and/or reviewand		15 minutes	Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.4 Emails and mails through courier Memorandum recommending grant of Petition and its supporting documents to Office of the Supervising			Confidential Assistant III
	Commissioner 6.5 Upon receipt of signed Order, endorses the same to processor for mailing to parties		10 minutes	Director
	concerned 6.6 Processor informs client as to Order through mail		10 minutes	Securities Counsel II Securities Counsel I
TOTAL		a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee - P20.00	15 days, 3 hours, 5 minutes	

4. Application for Ordinary Amendment of Domestic Corporations

This service details the procedure in applying for ordinary or simple amendment of the Articles of Incorporation and/or By-laws of Domestic Corporations.

Office or Division:	SEC Extension Office – Davao Extension Office			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business; G2	2C – Government to Client		
Who may avail:	All registered domestic corporations	s through their Authorized Representatives		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Basic Requirements (2 sets original, 4 sets photocopy) 1. Cover Sheet		May secure sample formats from the Public Assistance Desk or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/primary-registration/		
2. Amended Articles of Incorporation Laws	on/Amended By-laws/New By-	Items 1-4 to be accomplished by applicant-corporation		
3. Directors` or Trustees` Certifical majority of the directors or trusted certifying (i) the amendment aprovisions, (ii) the vote of the stockholders or members, (iii) stockholders` or members` identification number of the sign below their names	es and the corporate secretary, and indicating the amended e directors or trustees and the date and place of the meeting; and (iv) the tax			
Signed and notarized Secretary`s of intra-corporate dispute	Certificate of no pending case			
5. Monitoring Clearance (Monitoring	Sheet)	Extension Office		

Additional Requirements (depending on amendment and industry)

- 1. Clearance from other SEC departments, if applicable
 - For Financing and Lending companies, and foundation (1 original copy)
- 2. Endorsement from other government agencies, if applicable (1 original copy)

- If the provision to be amended is the corporate name, submit a Letter of Intent to amend name indicating desired new name (1 original)
- 4. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized
- 5. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized

Items 2-5 will be furnished by applicant-corporation

Corporate Governance and Finance Department (CGFD)

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions including Money Changers and Remittance Services - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission

C. Educational Institutions (for amendment to by-laws) – DepEd, Ched, TESDA

Extension Office through the Name Verification Officer

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures number from guard on duty for the Legal Unit then proceeds to wait at the Records Unit after securing a number from the Records Unit for the retrieval of corporate file	Endorses corporate file/applicant to the Leg Unit	None	30 minutes	Administrative Officer II Administrative Assistant II COS
2.	Waits for the number to be called by the assigned processor and presents amendment documents	2.1. If compliant, processues PAF to the who is directed to the amendment fethrough any of the payment gateway 2.2. If non-compliant, is a checklist for compliance	essor client pay es	1 hour average (depending on the complexity of the documentary requirements)	Securities Counsel II Securities Counsel I
3.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	3. If applicant pays at SEC Cashier, accepts the registration documents PAF, money or manag check and issues the Cashier mac validates the amendment documents for payment details.	Articles of Incorporation – P1,000.00 DR. b. Amendment of Bynine- Laws/New By-Laws P1,000.00	7 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee for amendment (P10.00) e. Amendment with corporate name: P100.00 f. Each additional trade name: P100.00 g. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) h. Handling Fee: P20.00		
4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	10 minutes for all sets	Computer Operator COS
Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow up availability of the Certificate by providing number of the Releasing Unit	None	5 minutes	Securities Counsel II Securities Counsel I
	5.1. Forwards corporate file and application documents to Records Unit for recording		3 minutes	Securities Counsel II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.2. Forwards recorded corporate file and application documents to Office of the Director		3 minutes	Administrative Assistant II COS
	5.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws		Within 2 hours from receipt of corporate file and amendment documents	Confidential Assistant III
	5.4. Reviews the application and the contents of the Certificate and if in order, signs the Certificate of Amended Articles of Incorporation and/or By-laws; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate		20 minutes average (depending on the complexity of the documentary requirements)	Director
	5.5. Forwards signed Certificate and corporate file to Releasing Unit		5 minutes	Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Incorporation and/or Bylaws	None	5 minutes	Administrative Assistant II COS
TOTAL		a. Amendment of Articles of Incorporation – P1,000.00 b. Amendment of By- Laws/New By- Laws – P1,000.00 c. Documentary Stamp Taxes - P30.00 d. Legal Research Fee - 1% of the Filing Fee for amendment (P10.00) e. Amendment with corporate name: P100.00 f. Each additional trade name: P100.00	4 hours, 28 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	,	g. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) h. Handling Fee – P20.00		

5. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	SEC Extension Office – Davao Extension	Office
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Partnerships and Corporations duly record	ded and registered at Securities and Exchange Commission, respectively.
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE
Secretary showing the (Names of stockholders subscribed, amount of stamps on one original 3. Signed and notarized S	rtified under oath by the Corporate present capital structure of the Company s, nationality, no. of shares and amount paid-up capital) with documentary	Records Unit Items 2 and 3 will be furnished by the applicant Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp- content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
4. Monitoring Clearance (Monitoring Sheet)	Extension Office
Additional Requirements		
payment/s to unpaid s shares out of the unis infusion made after th increase in capital sto	cial Statements, in case there is/are subscription/s or additional issuance of sued authorized capital stock thru cash he fiscal year or after the approval of the bock not covered by item 4, to be received application has been reviewed by the set)	External Auditor to be engaged by the Company

2. For Certificate of Percentage of Ownership - Stock and transfer book of the corporation (for verification)

To be presented by the applicant

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Fills up request form and secures number from the Records Unit for the retrieval of corporate file	Retrieves the corporate and checks the reports submitted: 1.1. If reports are not current or there is no monitoring clearance of latest reports, advises client to submit lacking reports first and undergo regular monitoring of domestic corporations	None	30 minutes	Administrative Officer II Administrative Assistant II COS
		1.2. For corporations with updated monitoring clearance and there is no need for submission of Interim Audited FS, issues PAF and client is directed to the payment of fees thru any of the payment gateways (Client step 4)			
2.	In case wherein the basis for certification is Audited Interim Financial Statements, proceeds to	Receives and verifies documentary requirements and proof of payment	None	5 minutes per document	Computer Operator COS

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receiving Unit to submit the Interim Audited Financial Statements				
3.	Forwards received Interim Audited Financial Statement to Records Unit	3. Accepts Interim Audited Financial Statement stamped received and forwards the same to Securities Specialist for review	None	5 minutes	Administrative Assistant II COS
		3.1. Examines Interim Audited Financial Statement and if in order, endorses the corporate records to Records Unit for issuance of PAF and payment of fees by client.		Within 1 day from submission by client of interim audited financial statement	Securities Specialist II Securities Specialist I
4.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/)	4. If applicant pays at SEC Cashier, accepts the request form, PAF, money or manager's check and issues the OR. The SEC Cashier machine-validates the request form for payment details.	a. Certification – P1,000.00 b. Legal Research Fee of P10.00 c. Documentary Stamp Tax of PHP 30.00	5 minutes	Cashier
5.	Returns Cashier-validated request form to Records Unit	Advises client to follow-up release of certification	None	5 minutes	Administrative Assistant II COS
					Administrative Assistant II

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		5.1. Prints Certificate of Paid-Up Capital or Certificate of Capital Structure or Certificate of Percentage of Ownership and forwards Certificate and corporate file to Office		Within 4 hours from receipt of validated request from client	COS
		of Director		20 minutes	Director
		 5.2. Evaluates the corporate records as pertaining to the request and if in order, signs the Certificate. Otherwise, the certificate is returned for correction. 5.3. Forwards signed Certificate and corporate file to Records Unit for 		5 minutes	Confidential Assistant III
6.	Presents the Official Receipt to	release 6. Presents copy of SEC for	None	5 minutes	Administrative Assistant II
	the Releasing Officer and signs in logbook of released certificates and on SEC copy of released certificate	signature of claimant and subsequently releases signed Certification.			COS
ТО	TAL		a. Certification – P1,000.00	No Interim AFS: 5 hours, 10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. Legal Research	With Interim AFS: 1	
		Fee of P10.00	day, 5 hours, 20	
		c. Documentary	minutes	
		Stamp Tax of PHP		
		30.00		

6. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash only.

0	ffice	or Division:	SEC Extension Office – Davao E	xtension Office		
C	lassi	fication:	Highly Technical			
T	уре о	f Transaction:	G2B – Government to Business			
W	Vho m	nay avail:	Corporations duly registered at Sec	curities and Exchange Commission		
		CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
6.		requirements (2 sets original ver sheet	4 sets photocopies)	May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL http://www.sec.gov.ph/wp-content/upleade/2015/07/Cover_Sheet_for_Amendment.pdf		
7.	_	ned and notarized Director's mps on one original set	Certificate with documentary	content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
8.	of i	ned and notarized Secretary intra-corporate dispute with o ginal set	's Certificate on non-existence locumentary stamps on one	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf		
9.	_	ned and notarized Application Signed and Notarized Treas documentary stamps on on		No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)		
	e.	their respective subscribed	icating their nationalities and and paid-up capital on the stock certified under oath by the	To be provided by the applicant		

f. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set

10. Amended Articles of Incorporation

Additional Requirements

- 6. Endorsement from other government agencies, if applicable (1 original)
- 7. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set
- 8. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set
- 9. Special Audit Report
 - c. For companies with secondary licenses
 - d. Where payment to subscription to the increase is more than P50,000,000.00 *otherwise*, Subscription contract executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares

EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-

content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights./pdf

- A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions Bangko Sentral ng Pilipinas
- B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
- C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

May secure copy from the Public Assistance Desk or may download from SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf

For guidance, refer to Memorandum Circular No. 6 series of 2012

subscribed to and paid for with documentary stamps on one original set

Note: Per Memorandum Circular No. 11 Series of 2016

10. For RURAL BANKS:

- a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP
- b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification

Bangko Sentral ng Pilipinas

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills up request form and secures number from the Records Unit for the retrieval of corporate file. Submits application and amendment documents.	Receives applications and Retrieves the corporate file and checks the reports submitted 1.1. For corporations with updated reports, client is advised when to follow-up application. 1.2. If reports are not current, client is advised to submit lacking reports first before application	None	30 minutes	Administrative Officer II Administrative Assistant II COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	may be forwarded to a Securities Specialist			
	1.3. The application, amendment and corporate file are forwarded to a Securities Specialist		5 minutes	Administrative Officer II Administrative Assistant II COS
	Cooming Speciality		Within 16 working	Administrative Officer IV
	1.4. Securities Specialist examines whether the reports and application submitted are complete in form and in substance.		days	Securities Specialist II Securities Specialist I
			1 hour (depending on	Securities Counsel II
	1.5. The Securities Counsel checks the amendment documents forwarded by the Securities Specialist in coordination with the latter's examination of the reports and application.		the complexity of the amendment)	Securities Counsel I
	1.6. If there are deficiencies, the specialist/counsel			
	contacts the client and			
	sets an appointment for			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		the discussion of the deficiencies			
2.	Returns on assigned date (whether as informed by AAII/COS or as set by specialist/counsel)	2. If reports, application and amendment are complete and in order, the Securities Specialist issues a Monitoring Sheet and a PAF, and approves the application for payment while the Securities Counsel issues a PAF and approves the amendment and directs the client to the Cashier or online payment portal for the payment of fees for the application and amendment, and the payment of penalty, if any	None	20 minutes	Administrative Officer IV Securities Specialist II Securities Specialist I Securities Counsel II Securities Counsel I
		compliance, specialist and/or counsel prepares checklist of deficiencies and informs the applicant to comply.			
3.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal	3. If payment applicant pays at SEC Cashier, accepts the registration documents, PAF, money or manager's check and issues the OR. The SEC Cashier machine-validates	For the amendment: e. Amended Articles of Incorporation – P1,000.00 f. LRF of P10.00 For the increase:	7 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
through	the registration documents	k. For corporation with		
https://espaysec.sec.gov.ph/	for payment details.	par value		
		1/5 of 1% of the		
		increase in capital stock		
		but not less than		
		P3,000.00 or the		
		subscription price of the		
		subscribed capital stock,		
		whichever is higher		
		 For corporation 		
		without par value		
		1/5 of 1% of the		
		increase in capital stock		
		computed at P100.00		
		per share but not less		
		than P3,000.00 or the		
		issue value of the		
		subscribed capital stock,		
		whichever is higher		
		m. Legal Research Fee		
		-equivalent to 1% of		
		the computed filing		
		fee for Increase of		
		Capital Stock but not		
		less than P10.00		
		n. Documentary Stamp		
		tax of P60.00		
		 For Corporations 		
		with FIA Application		
		- Additional P3,060,		
		inclusive of LRF of		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			P30.00 and DST of P30.00 p. Handling Fee – P20.00 For the Penalty As stated in the Monitoring Sheet		
4.	Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	20 minutes for all sets	Computer Operator COS
5.	Returns documents stamped as received to processor	5. Receives the complete application requirements and PAF and advises the client to follow-up on the release of Certificates	None	5 minutes	Administrative Officer IV Securities Specialist II Securities Specialist I Securities Counsel II Securities Counsel I
		5.1. Prepares the report on application for increase in capital and forwards all application and amendment documents and corporate file to Records Unit for recording		1 hour	Administrative Officer IV Securities Specialist II Securities Specialist I
		5.2. Forwards recorded corporate file and		5 minutes	Administrative Assistant II COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application documents to Office of the Director			
	5.3. Prepares the Certificate of Amended Articles of Incorporation and		Within 2 hours of receipt from Records Unit	Confidential Assistant III
	Increase of Capital Stock		35 minutes (depending on	Director
	5.4. Evaluates the final report, reviews the application and the contents of the		complexity of application)	
	Certificate and if in order, signs the Certificates; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the			
	certificate 5.5. Forwards the certificates and corporate file to the Releasing Unit		5 minutes	Confidential Assistant III
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook or documents released and on SEC		None	10 minutes	Administrative Assistant II COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
copy of certificate and receives the signed Certificate of Amended Articles of Incorporation and/or Increase of Capital Stock	releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock			
TOTAL		For the amendment: o. Amended Articles of Incorporation – P1,000.00 p. LRF of P10.00 For the increase: a. For corporation with par value 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher b. For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital	16 days, 6 hours, 17 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock, whichever is		
		higher		
		c. Legal Research Fee		
		-equivalent to 1% of		
		the computed filing		
		fee for Increase of		
		Capital Stock but		
		not less than		
		P10.00		
		d. Documentary		
		Stamp tax of		
		P60.00		
		e. For Corporations with FIA		
		Application -		
		Additional P3,060,		
		inclusive of LRF of		
		P30.00 and DST of		
		P30.00		
		f. Handling Fee –		
		P20.00		
		For the Penalty		
		As stated in the		
		Monitoring Sheet		

7. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

- 1. Conversion of advances/liabilities to equity
- 2. Stock Dividends
- 3. Land, building / condominium units
- 4. Untitled Lands
- 5. Inventories / Furnitures / Personal Properties
- 6. Heavy equipment and machinery
- 7. Shares of stock
- 8. Motor Vehicle
- 9. Sea vessel / aircraft
- 10. Intangibles
- 11. Net assets

Office or Division:	SEC Extension Office – Davao Extension (Office	
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Corporations duly registered at Securities and	d Exchange Commission	
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE	
 Basic requirements (2 sets original, 4 sets photocopies) 1. Cover sheet 2. Signed and notarized Director's Certificate with documentary stamps on one original set 		May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf	
Signed and notarized Secretary's Certificate on non-existence of intra-corporate dispute with documentary stamps on one original set		Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf	

- 4. Signed and notarized Application for Increase of Capital Stock
 - d. Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set
 - e. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary with documentary stamps on one original set
 - f. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set
- 5. Amended Articles of Incorporation

Additional Requirements

- 4. Endorsement from other government agencies, if applicable (1 original)
- 5. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set

No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)

To be provided by the applicant

EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf

- A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions Bangko Sentral ng Pilipinas
- B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
- C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

May secure copy from the Public Assistance Desk or may download from SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

 6. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set Note: Per Memorandum Circular No. 11 Series of 2016 6. For RURAL BANKS: a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification 	Bangko Sentral ng Pilipinas
ADDITIONAL REQUIREMENTS depending on the mode of payment	
7. Conversion of Advances / Liabilities to Equity	
7.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)	To be provided by the company
7.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in AFS	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
7.3 Deed of Assignment of advances / liabilities	To be provided by the Company
8. Stock Dividends	
8.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary	To be provided by the Company

8.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Company
8.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct	To be provided by the Company
8.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Company
8.5 Reconciliation of Retained Earnings	Refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf
9. Land, buildings / condominium units	
9.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant	To be provided by the Applicant.
9.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
9.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
9.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
9.5 Deed of Assignment	To be provided by the Applicant.
9.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.

9.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
9.8 Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
9.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
10. Untitled Lands	
10.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.
10.2 Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
10.3 Latest realty tax receipts	To be provided by the Applicant.
10.4 Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
10.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.
10.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated	To be provided by the Applicant.
10.7 Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location	To be provided by the Applicant.

c. Whether the transferor is the dominant estate or the servient	
estate, by virtue of such easements	
10.8 Under oath undertaking of the transferor/subscriber to answer	To be provided by the Applicant.
for any liability that the corporation might incur by virtue of	' ' ''
the acceptance of said property as paid-up capital	
10.9 Clearance or certification from the Department of Agrarian	To be provided by the Applicant.
Reform (DAR) attesting to the following:	
a. There is no other claimant to the untitled land	
b. it has not issued any Certificate of Land Ownership Award	
(CLOA) over the property to any other party or	
c. The land is exempt from the coverage of the Comprehensive	
Agrarian Reform Program (CARP)	
10.10 Blue Print Survey of the Plan as approved by the Bureau of	To be provided by the Applicant.
Lands	Taba assidad butha Assisant
10.11 Detailed schedule of the property showing its registered	To be provided by the Applicant.
owner, location, area, tax declaration number and the basis of	
transfer value (market value/ assessed value / zonal value or appraised value)	
10.12 Latest zonal valuation certified by BIR, if transfer value is	To be provided by the Applicant.
based on zonal value	To be provided by the Applicant.
10.13 Appraisal report by authorized appraiser, if transfer value is	To be provided by the Applicant.
based on appraised value (not more than 6 month old)	To so promise of anotyphisemia
10.14 Deed of Assignment	To be provided by the Applicant.
10.15 Affidavit of undertaking to submit certified true copy of the	To be provided by the Applicant.
original certificate of title in the name of the transferee-	
corporation within one (1) year from the date of receipt of the	
approval of the application	
11. Inventories / Furniture / Personal Properties	
11.1 Detailed schedule of property showing the description and the	To be provided by the Applicant.
basis of transfer value (market value or book value) certified	
by the company accountant	

11.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
11.3 Deed of Assignment	To be provided by the Applicant.
12. Heavy equipment and machinery	
12.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.
12.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.	To be provided by the Applicant.
12.3 Deed of Assignment	To be provided by the Applicant.
12.4 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
13. Shares of Stock	
13.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	To be provided by the Applicant.
13.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
13.3 Deed of Assignment	To be provided by the Applicant.
13.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
13.5 Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.

13.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.
13.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
14. Motor Vehicles	
14.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.
14.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the Applicant.
14.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
14.4 Deed of Assignment	To be provided by the Applicant.
14.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
14.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.
15. Sea Vessel / Aircraft	
15.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.
15.2 Certified true copy of the certificate of ownership	To be provided by the Applicant.
15.3 Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.

15.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
15.5 Deed of Assignment	To be provided by the Applicant.
15.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
16. Intangibles	
16.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
16.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant
16.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	To be provided by the Applicant
16.4 Deed of Assignment	To be provided by the Applicant
16.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
17. Net Assets	
17.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant
17.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant
17.3 Long-form audit report of item no. 22.2	To be provided by the Applicant
17.4 Deed of Assignment of the assets and liabilities	To be provided by the Applicant

17.5 List of creditors with the amount due to each creditor as of	To be provided by the Applicant
date of the AFS certified by the auditor or certified under oath	
by the company accountant and written consent of creditors	
17.6 Detailed schedule of properties with certificate of	To be provided by the Applicant
registration/titles and their respective book values certified by	
the company accountant	
17.7 Photocopy of the certificate of registration of the motor	To be provided by the Applicant
vehicles (present original for verification)	
17.8 Copy of TCT/CCT and tax declaration sheets certified by the	To be provided by the Applicant
Register of Deeds and Assessor's Office, respectively	
17.9 Photocopy of stock certificates (present original for	To be provided by the Applicant
verification)	
17.10 DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
17.11 Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
submit the required proof of transfer within the prescribed	For guidance, please refer to Memorandum Circular No. 14 series of 2013
period	downloadable at SEC website through the following URL:
	http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills up request form and secures number from the Records Unit for	Receives applications and Retrieves the corporate file	None	30 minutes	Administrative Officer II Administrative Assistant II
the retrieval of corporate file. Submits application and amendment documents.	and checks the reports submitted			COS
	1.1 For corporations with updated reports, client is advised when to follow-up application.			
	1.2 reports are not current, client is advised to submit			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	lacking reports first before application may be forwarded to a Securities Specialist			
	1.3 The application, amendment and corporate file are forwarded to a Securities Specialist		5 minutes	Administrative Officer II Administrative Assistant II COS
	1.4 Securities Specialist examines whether the reports and application submitted are complete in form and in substance.		Within 16 working days	Administrative Officer IV Securities Specialist II Securities Specialist I
	1.5 The Securities Counsel checks the amendment documents forwarded by the Securities Specialist in coordination with the latter's examination of the reports and application.		1 hour (depending on the complexity of the amendment)	Securities Counsel II Securities Counsel I
	1.6 If there are deficiencies, the specialist/counsel contacts the client and sets an appointment for the discussion of the deficiencies			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Returns on assigned date (whether as informed by AAII/COS or as set by specialist/counsel)	2. If reports, application and amendment are complete and in order, the Securities Specialist issues a Monitoring Sheet and a PAF, and approves the application for payment while the Securities Counsel issues a PAF and approves the amendment and directs the client to the Cashier for the payment of fees for the application and amendment, and the payment of penalty, if any 2.1 If application is for compliance, specialist and/or counsel prepares checklist of deficiencies and informs the applicant to comply.	None	20 minutes	Administrative Officer IV Securities Specialist II Securities Counsel II Securities Counsel I
3. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	3. If applicant pays at SEC Cashier, accepts the registration documents, PAF, money or manager's check and issues the OR. The SEC Cashier machine- validates the registration documents for payment details.	For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF of P10.00 For the increase: c. For corporation with par value 1/5 of 1% of the increase in capital stock	7 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than		
		P3,000.00 or the		
		subscription price of the		
		subscribed capital stock,		
		whichever is higher		
		d. For corporation		
		without par value		
		1/5 of 1% of the		
		increase in capital stock		
		computed at P100.00		
		per share but not less		
		than P3,000.00 or the		
		issue value of the		
		subscribed capital stock,		
		whichever is higher		
		e. Legal Research Fee -		
		equivalent to 1% of the		
		computed filing fee for		
		Increase of Capital Stock		
		but not less than P10.00		
		f. Documentary Stamp		
		tax of P60.00		
		q. For Corporations		
		with FIA Application		
		- Additional P3,060,		
		inclusive of LRF of		
		P30.00 and DST of		
		P30.00		
		r. Handling Fee –		
		P20.00		
		For the Penalty		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		As stated in the Monitoring Sheet		
Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	20 minutes for all sets	Computer Operator COS
Returns documents stamped as received to processor	5. Receives the complete application requirements and Order of Payment and advises the client to return follow-up for the Certificates	None	5 minutes	Administrative Officer IV Securities Specialist II Securities Specialist I Securities Counsel II Securities Counsel I
	5.1 Prepares the report on application for increase in capital and forwards all application and amendment documents and corporate file to Records Unit for recording		1 hour	Administrative Officer IV Securites Specialist II Securities Specialist I
	5.2 Forwards recorded corporate file and application documents to Office of the Director		5 minutes	Administrative Assistant II COS
	5.3 Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock		Within 2 hours of receipt from Records Unit	Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Evaluates the final report, reviews the application and the contents of the Certificate and if in order, signs the Certificates; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate		35 minutes (depending on complexity of application)	Director
	5.5. Forwards the certificates and corporate file to the Releasing Unit		5 minutes	Confidential Assistant III
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Articles of Incorporation and/or Increase of Capital Stock	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock	None	5 minutes	Administrative Assistant II COS
TOTAL		For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF of P10.00 For the increase: c. For corporation with par value	16 days, 6 hours, 17 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1/5 of 1% of the		
		increase in capital		
		stock but not less than		
		P3,000.00 or the		
		subscription price of		
		the subscribed capital		
		stock, whichever is		
		higher		
		d. For corporation		
		without par value		
		1/5 of 1% of the		
		increase in capital		
		stock computed at		
		P100.00 per share but		
		not less than		
		P3,000.00 or the issue		
		value of the		
		subscribed capital		
		stock, whichever is		
		higher		
		e. Legal Research Fee		
		-equivalent to 1%		
		of the computed		
		filing fee for		
		Increase of Capital		
		Stock but not less		
		than P10.00		
		f. Documentary Stamp		
		tax of P60.00		
		g. For Corporations		
		with FIA		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Application -		
		Additional P3,060,		
		inclusive of LRF of		
		P30.00 and DST of		
		P30.00		
		h. Handling Fee –		
		P20.00		
		For the Penalty		
		As stated in the		
		Monitoring Sheet		

8. Issuance of Certificate of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	SEC Extension Office – Davao Extension Office		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	All Registered Partnerships, Don	nestic Corporations, and Licensed Foreign Corporations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Monitoring Clearance		EO	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills up request form and secures number from the Records Unit for the retrieval of corporate file.	1. Receives request, checks status of entity in the SEC database and index card, and retrieves the corporate file. 1.1. If monitoring clearance is available, issues PAF and directs client to pay assessed fees thru any of the payment gateways. 1.2. If there is no monitoring clearance, client is advised to go through	None	30 minutes	Administrative Officer II Administrative Assistant II COS
	procedure for			

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			monitoring of domestic corporations			
2.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	2.	If applicant pays at SEC Cashier, accepts the request form, PAF, money or manager's check and issues the OR. The SEC Cashier machine-validates the request form for payment details.	a. Certification Fee – P500.00 b. Documentary Stamp Tax – P30.00	5 minutes	Cashier
3.	Presents the Cashier-validated request form to Records Unit	3.	Receives the cashier- validated request form and advises the client to follow- up certification within 2 days	None	20 minutes	Administrative Officer II
			3.1. Encodes the request in the Certification Issuance System-Unified Reference Database (CIS-URDB)		5 minutes	
			3.2. Endorses request form and corporate records to Administrative Officer IV for validation.		5 minutes	
			3.3. Receives request and verifies the status of corporation in CIS-URDB.		1 hour	Administrative Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4. If not cleared in CIS-URDB, contacts the applicant to comply with deficiency or directive of department who encoded the said deficiency or directive. 3.5. If cleared, approves the request for printing of certificate and returns records to Records			
	Unit. 3.6. Prints the Certificate of No Derogatory Information through the CIS-URDB and forwards certification and corporate records to the Office of the Director		Within 1 day from receipt of clearance from AOIV	Administrative Officer II Director
	 3.7. Reviews the records and signs the Certificate of No Derogatory Information. 3.8. Forwards the signed certification and 		5 minutes	Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	corporate records to Records Unit			
4. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of No Derogatory Record	4. Presents copy of SEC for signature of claimant and subsequently releases signed Certificate of No Derogatory Information.	NONE	5 minutes	Administrative Assistant II COS
TOTAL		a. Certification Fee – P500.00 b. Documentary Stamp Tax – P30.00	1 day, 2 hours, 25 minutes	

9. Issuance of Certification as to Status of a Registered Corporation

This service details the procedure on Issuance of Certification as to Status of a Registered Corporation.

Office or Division:	SEC Extension Office – Davao Extension Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Registered Partnerships, Domes	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monitoring Clearance		EO		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills up request form and secures number from the Records Unit for the retrieval of corporate file.	Receives request, checks status of entity in the SEC database and index card, and retrieves the corporate file.	None	30 minutes	Administrative Officer II Administrative Assistant II COS
	1.1. If monitoring clearance is available, issues PAF and directs client to pay assessed fees through any of the payment gateways			
	1.2. If there is no monitoring clearance, client is advised to go through procedure for monitoring of domestic corporations			

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/)	2.	If applicant pays at SEC Cashier, accepts the request form, PAF, money or manager's check and issues the OR. The SEC Cashier machine-validates the request form for payment details.	c. Certification Fee – P500.00 d. Documentary Stamp Tax – P30.00	5 minutes	Cashier
3.	Presents the Cashier-validated request form to Records Unit	3.	Receives the cashier-validated request form and advises the client to follow-up certification within 2 days 3.1. Prints the Certification as to Status and forwards certification and corporate records to the Office of the Director	None	5 minutes Within 1 day from receipt of payment	Administrative Officer II Administrative Assistant II COS
			3.2. Reviews the records and signs the Certificate as to Registered Status of entity.		10 minutes	Director
			3.3. Forwards the signed certification and corporate records to Records Unit		5 minutes	Confidential Assistant III
4.	Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC	4.	Presents copy of SEC for signature of claimant and subsequently releases signed Certification as to Status.	None	5 minutes	Administrative Assistant II COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
copy of certificate and receives the signed Certification as to				
Status				
TOTAL		c. Certification Fee – P500.00 d. Documentary Stamp Tax – P30.00	1 day, 1 hour	

10. Issuance of Negative Certification

This service details the procedure on Issuance of Negative Certification.

Office or Division:	SEC Extension Office – Davao	Extension Office
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Registered Partnerships, Don	nestic Corporations, and Licensed Foreign Corporations
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Monitoring Clearance		EO

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Fills up request form and secures number from the Records Unit for the retrieval of corporate file.	Receives request, checks status of entity in SEC database and index card. 1.1. Advises client to follow-up certification within 2 days 1.2. Issues PAF and directs client to pay assessed fees through any of the payment gateways	None	30 minutes	Administrative Officer II Administrative Assistant II COS
2.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal	2. If applicant pays at SEC Cashier, accepts the request form, PAF, money or manager's check and issues the OR. The SEC Cashier machine-validates	a. Certification Fee – P500.00 b. Documentary Stamp Tax – P30.00	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
through https://espaysec.sec.gov.ph/	the request form for payment details.		5 minutes	Cashier
	2.1. Forwards the cashier-validated request form to Records Unit2.2. Prints negative certification and forwards certification		Within 1 day from payment	Administrative Officer II Administrative Assistant II COS
	and request form to the Office of the Director		10 minutes	Director
	2.3. Reviews the records and signs the Negative Certification2.4. Forwards the signed certification and corporate records to		5 minutes	Confidential Assistant III
3. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Negative Certification	Records Unit 3. Presents copy of SEC for signature of claimant and subsequently releases signed Certification as to Status.	NONE	5 minutes	Administrative Assistant II COS
TOTAL		a. Certification Fee – P500.00	1 day, 1 hour	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. Documentary Stamp Tax –		
		P30.00		

11. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Extension Office – Davao Extension Office		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business; G2C – Government to Citizen		
Who may avail:	All Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Nor	ne		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills up request form and secures number from the Records Unit	Receives request, checks availability of requested documents in database and corporate records available 1.1. Advises client to follow-up certification within 1 day 1.2. Issues PAF and Directs client to payment of fees thru payment gateways	None	30 minutes	Administrative Officer II Administrative Assistant II COS
Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier,	2. If applicant pays at SEC Cashier, accepts the request form, PAF, money or manager's check and	For CTC/set: d. Articles of Incorporation – P200		SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/)	issues the OR. The SEC Cashier machine-validates the request form for payment details. 2.1. Forwards the cashier- validated request form to Records Unit 2.2. Prepares the requested documents 2.2.1. If plain copy, prints the documents 2.2.2. If authenticated copy, prints, verifies and certifies the documents	By-Laws – P200 Articles of Partnership – P200 Amended Articles of Incorporation – P200 Amended By-Laws – P200 Amended Articles of Partnership – P200 Increase in Capital Stock – P200 GIS – P100 FS – number of pages x P10.00 plus service fee P50 Certificate of Registration – P50 e. Documentary Stamp Tax – P30/set For Ordinary Copy a. Articles of Incorporation – P100 By-Laws – P100 Articles of Partnership – P100 Amended Articles of Incorporation – P100 Amended Articles of Incorporation – P100	PROCESSING TIME 5 minutes Within 1 hour for ordinary copy Within 4 hours for CTC	Administrative Officer II Administrative Assistant II COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P100 Amended Articles of Partnership – P100 Increase in Capital Stock – P70 GIS – P25 FS – number of pages x P10.00		
3. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the CTC or ordinary copy	Presents logbook for signature of claimant and subsequently requested document.	None	5 minutes	Administrative Assistant II COS
TOTAL		For CTC/set: d. Articles of Incorporation – P200 By-Laws – P200 Articles of Partnership – P200 Amended Articles of Incorporation – P200 Amended By-Laws – P200 Amended Articles of Partnership – P200 Increase in Capital Stock – P200 GIS – P100 FS – number of pages	For CTC: 4 hours, 40 minutes For Ordinary Copy: 1 hour, 40 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		x P10.00 plus		
		service		
		fee P50		
		Certificate of		
		Registration – P50		
		e. Documentary		
		Stamp Tax –		
		P30/set		
		For Ordinary Copy		
		a. Articles of		
		Incorporation –		
		P100		
		By-Laws - P100		
		Articles of		
		Partnership – P100		
		Amended Articles of		
		Incorporation – P100		
		Amended By-Laws –		
		P100 Amended Articles of		
		Partnership – P100 Increase in Capital		
		Stock – P70		
		GIS – P25		
		FS – number of		
		pages		
		x P10.00		

12. Issuance of Plain/Authenticated Copies of Documents for Other Government Offices

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Extension Office – Davao Extension Office		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Government Agencies		
CLIENT STEPS AGENCY ACTIONS		AGENCY ACTIONS	
Signed Letter Request (1 original)		Requesting Government Agency	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the letter to the Office of the Director	Receives the letter request and forwards the letter to the Director	None	5 minutes	Confidential Assistant III
	1.1. Endorses letter request to Records Unit for compliance within 2 days		5 minutes	Director
	1.2. Prepares the requested documents			
	1.2.1 If plain copy, prints the documents		Within 1 hour for ordinary copy	Administrative Assistant II COS
			Within 4 hours for certified true copy	Administrative Officer II Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2.2 If authenticated copy, prints, verifies and certifies the documents		5 minutes	Administrative Assistant II COS
	Forwards the requested documents to the Office of the Director		Within 2 days from receipt of letter	Director
	1.4. Prepares and signs the letter reply and forwards the same together with the documents to the Confidential Assistant for recording purposes			
	1.5. Letter transmitted to Administrative Assistant I for transmittal			
Receives the transmittal letter with requested document/s, if any	Delivers requested documents to requesting agency if office is within Davao City	None	25 minutes per agency	Administrative Assistant I
	2.1. Transmits requested documents through courier or mail if office of requesting agency is outside Davao City			
TOTAL		NONE	For CTC: 2 days, 4 hours, 40 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			For Ordinary: 2 days, 1 hour, 40	
			minutes	

13. Public Assistance

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Extension Office – Davao Extension Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All	All		
CHECKLIST OF	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
None		None		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
on du	ms information officer/guard uty the concern and/or unit ne wishes to be directed to	Directs to proper unit or personnel 1.1. Gives priority number for	None	5 minutes	Information Officer Guard on Duty
		legal unit for concerns pertaining to registration, amendments, scams and other legal issues			
		Directs to administrative unit for issues pertaining to personnel behavior			
		Directs to Specialists for concerns on reports and			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		monitoring, lending & financing			
2.	Presents verbal concern, query or complaint	2. Renders advice depending on the nature of the concern/query; or hands out the requested checklist of requirements, guidelines, or sample forms	None	30 minutes (depending on complexity of issue raised)	Concerned Personnel (Director) (Securities Counsels) (Administrative Officer IV) (Securities Specialists)
	2.1. Presents written complaint	2.1. Endorses written complaint to the Office of the Director and advises party to expect feedback within seven (7) working days		5 minutes	Information Officer Confidential Assistant III
		2.2. Prepares and signs answer to the complaint		Within 5 days days from receipt of written complaint	Director
		2.3. Endorses signed answer to Administrative Assistant I for personal delivery or for mailing through postal service or courier service		5 minutes	Confidential Assistant III
TC	DTAL		NONE	For verbal: 35 minutes For written: 5 days, 15 minutes	

14. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Extension Office – Davao Extension Office			
Classification:	Simple			
Type of Transaction: G2B – Government to Business				
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If reports/reportorial requirements, 4 sets/copies (if filer wants to				
retain a copy, submit 5)				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents 5 sets/copies of documents to Receiving Officer	Encodes document, prints barcode page, and attached barcode page to each copy	None	5 minutes per document	Computer Operator COS
Claims 1 set for his file copy, including the acknowledgement receipt (barcode page)	Retains 4 sets including original and returns 1 set to client	None	1 minute	Computer Operator COS
TOTAL		None	6 minutes per document	

15. Receiving of Reports Through SEC Online Submission Tool

This service details the procedure on the receiving of reportorial requirements of registered corporations such as but not limited to General Information Sheet (GIS), Audited Financial Statements (AFS), Sworn Statement for Foundations (SS), General Form for Financial Statements (GFFS), Special Form for Financial Statements (SFFS) through the SEC online submission facility.

Office or Division:	SEC Extension Office – Davao Extension Office					
Classification:	Simple	Simple				
Type of Transaction:	G2B – Government to Business					
Who may avail:	All Registered Corporations					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
 a. SEC-approved template of Board Resolution (signed by majority of the Board) or Notarized Secretary's Certificate b. Submitted MC28 Report and/or Submitted GIS version 2020 c. Reports to be uploaded in PDF format 		Form available at https://cifss-ost.sec.gov.ph/user/login				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a. For enrolment:	1. None	None	None	Applicant
1.1 Logs on at https://cifss-ost.sec.gov.ph/user/login				
1.2 Clicks Enroll as Company and inputs necessary details.				
1.3 Clicks Enroll as Filer and inputs necessary details.				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For submission of reports: 2.1 Logs on at https://cifss-ost.sec.gov.ph/user/login using username and password	Conduct of quality check to ensure that the report is readable and in the form required.	None	(as of now only the office does the quality check)	Head Office Personnel
2.2 Selects Forms Module to upload report in PDF format, input necessary details and submit.				
TOTAL		NONE	(dependent on action of HO)	

16. Registration under the Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on the application for registration of One Person Corporations (OPC) and Domestic Corporations (stock or non-stock) with 2 or more incorporators, and the application for the recording of partnerships and for license to do business for foreign corporations.

Office or Division:	SEC Extension Office – Davao Exter	sion Office)		
Classification:	Simple				
Type of Transaction: G2C – Government to Client; G2B – G			o Business		
Who may avail:	All Natural and Juridical persons and t	eir represen	ntatives		
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE		
Basic Requirements (2 sets original	al, 1 set photocopy)	• One	neSEC: https://esparc.sec.gov.ph/		
1. Cover Sheet			omputation of filing fee: www.sec.gov.ph/wp-ntent/uploads/2017/03/2017MCno03-new2.pdf		
2. Articles of Incorporation					
3. By-Laws (not required for OPC)					
4. Proof of Payment (Payment Ass	sessment Form, OR)				
Additional Requirements					
Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH					
2. Endorsement from concerned age	encies				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Clicks the link provided in the SEC website to the Esparc system to submit the proposed company name and input details of the articles of incorporation and/or bylaws and submits the said application for review by the Commission.	 Name Verifier and Processor will review the application and will advise applicant of the status of the review through the email address indicated in the application If registration applicant has to edit and/or correct the data in the application form as set forth in the compliance notice of the reviewing processor. The applicant may opt to cancel the application and re-apply accordingly. If registration application is approved, applicant is directed to pay the registration fees specified on the Payment Assessment Form (PAF) issued, and is advised to submit 	None	Within 2 working days	Applicant Confidential Assistant III Securities Counsel II Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	proof of payment, originally signed and notarized or authenticated hard copies of the registration documents to the selected SEC Office within thirty (30) calendar days from the date of payment of registration fees.			
2. Downloads the articles of incorporation and/or by-laws from the system, or prepares own form of articles of incorporation and/or by-laws ensuring the same details as that inputted, for signature of the incorporators and notarization/authentication.	2. None	None	None	Applicant
3. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/)	3. If applicant pays at the SEC Cashier, accepts the registration documents, payment assessment form, money or manager's check and issues the OR. The SEC Cashier machinevalidates the registration documents for payment details.	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher	7 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Without par value: 1/5		
		of 1% of the authorized		
		capital stock computed		
		at P100 per share but		
		not less than P 2,000		
		or the issue value of		
		the subscribed capital		
		stock whichever is		
		higher		
		Articles of Incorporation		
		for non-stock		
		corporation: P 1,000		
		Articles of Partnership:		
		1/5 of 1% of the		
		Partnership's capital		
		but not less than		
		P2,000.00		
		By-Laws for both stock		
		and non-stock		
		corporations: P 1,000		
		Foreign Investments		
		Act (FIA) Form:		
		P3,000.00		
		Name Reservation:		
		P100.00		
		Each additional trade		
		<u>name/s:</u> P100.00		
		<u>Documentary Stamp</u>		
		<u>Tax</u> : P30.00		
		Legal Research Fee		
		(LRF): 1% of the Filing		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Fee but not less than Ten Pesos (P 10.00) Book Registration Fee: P150.00 Handling Fee: P20.00		
4.	Presents the 3 sets of signed and notarized/authenticated registration documents and proof of payment to the Receiving Officer.	4. Receiving Officer checks completeness of documents submitted 4.1 If there are lacking documents, the client is requested to submit the same and defers receiving of document until compliance	None	10 minutes for all copies submitted	Computer Operator COS
		4.2 If documents are found to be proper, client is advised to follow-up the release of the Certificate of Incorporation and to bring Stock and Transfer Book or Membership Book for registration 4.2.1 The Receiving Officer thereafter encodes the entity payment details in the CoRes system, tags the entity as received in the		10 minutes	Computer Operator Receiving Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	same system and manually stamps as received the hard copies of the registration application.		1 minute	Computer Operator COS
	4.2.2 The Receiving Officer forwards the documents to the Director for the issuance of the Certificate of Incorporation (COI)		15 minutes	Director
	4.2.3 Reviews the application and if in order, approves the printing of the COI; otherwise, the application is returned to the processor or			
	receiving officer noting the compliance needed 4.2.4 Prints the COR and enters the company		Within 2 hours from receipt of registration documents	Confidential Assistant III
	details in the SEC EO Masterlist		3 minutes	Director
	4.2.5 Reviews the printed COI details and signs the Certificate		5 minutes	Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2.6 Tags the corporation in the CoRes system as Approved and forwards the signed COI and registration documents to the Releasing Unit			
5. Presents proof of payment to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of the certificate and receives	5. Presents logbook of released certificates and COI copy of SEC for signature of claimant.	None	3 minutes	Administrative Assistant II COS
the signed COI.	5.1 Registers Stock and Transfer Book except for OPC or Membership Book		3 minutes	
	5.2 Releases signed COI		1 minute	
	5.3 Encodes data on details of release and tags as Released in the CoRes system		5 minutes	
TOTAL	•	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not	2 days, 3 hours, 3 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		less than P 2,000 or		
		the subscription price		
		of the subscribed		
		capital stock		
		whichever is higher		
		Without par value: 1/5		
		of 1% of the		
		authorized capital		
		stock computed at		
		P100 per share but		
		not less than P 2,000		
		or the issue value of		
		the subscribed		
		capital stock		
		whichever is higher		
		Articles of		
		Incorporation for non-		
		stock corporation: P		
		1,000		
		Articles of		
		Partnership: 1/5 of 1%		
		of the Partnership's		
		capital but not less		
		than P2,000.00		
		By-Laws for both		
		stock and non-stock		
		corporations: P 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		P3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company Name		
		Reservation: P100.00		
		Each additional trade		
		name/s: P100.00		
		Documentary Stamp		
		<i>Tax</i> : P30.00		
		Legal Research Fee		
		(LRF): 1% of the Filing		
		Fee but not less than		
		Ten Pesos (P 10.00)		
		Book Registration Fee:		
		P150.00		
		Handling Fee: P20.00		

17. Registration under the One day Submission and E-registration of Companies (OneSEC)

This service details the procedure on the application for registration of One Person Corporations (OPC) and Domestic Stock Corporations with 2 to 15 incorporators, board of directors and stockholders of stakeholders who desire a one day approval of their registration application.

Office or Division:	SEC Extension Office – Davao Exter	nsion Office			
Classification:	Simple	Simple			
Type of Transaction:	G2C – Government to Client; G2B – G	G2C – Government to Client; G2B – Government to Business			
Who may avail:	All Natural and Juridical persons and the	neir representatives			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Basic Requirements (2 sets origin	al, 1 set photocopy)	OneSEC: https://esparc.sec.gov.ph/			
5. Cover Sheet		Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf			
6. Articles of Incorporation					
7. By-Laws (not required for OPC					
8. Proof of Payment (Payment As	sessment Form, OR)				
Additional Requirements					
Foreign Investments Act Form 10 than 40% foreign equity) whose p	•				
4. Endorsement from concerned ago	encies				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Clicks the link provided in the	1. None	For stock corporation	None	Applicant
SEC website to the OneSEC		based on the authorized		
system to: (a) submit the		<u>capital stock:</u>		
proposed company name and		With par value: 1/5 of		
input minimum data required for		1% of the authorized		
the articles of incorporation and/or		capital stock but not		
by-laws; (b) for successful		less than P 2,000 or the		
applications, pays for the		subscription price of the		
resgistration fee through the SEC		subscribed capital stock		
online payment portal indicated		whichever is higher		
and provided in the OneSEC		Without par value: 1/5		
system; (c) downloads Interim		of 1% of the authorized		
Certificate and system-generated		capital stock computed		
forms for signature of		at P100 per share but		
incorporators and		not less than P 2,000 or		
notarization/authentication.		the issue value of the		
		subscribed capital stock		
		whichever is higher		
		<i>By-Laws:</i> P 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		P3,000.00		
		<u>Company Name</u>		
		Reservation: P100.00		
		Each additional trade		
		<u>name/s:</u> P100.00		
		<u>Documentary Stamp</u>		
		<i>Tax</i> : P30.00		
		<u>Legal Research Fee</u>		
		(LRF): 1% of the Filing		
		Fee but not less than		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Ten Pesos (P 10.00)		
		Book Registration Fee:		
		P150.00		
O. Duranta the Orate of single dand	O Describing Officer describe	Handling Fee: P20.00	40	0 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 -
2. Presents the 3 sets of signed and notarized/authenticated system-generated registration documents, digital interim certificate of incorporation, and proof of payment to chosen SEC processing office within a period of 1 year from date stated in the Interim Certificate of Incorporation	2. Receiving Officer checks completeness of documents submitted 2.1 If there are lacking documents, the client is requested to submit the same and defers receiving of document until compliance 2.2 If documents are found to be proper, client is advised to proceed to Releasing Unit for the	None	10 minutes for all copies submitted	Computer Operator COS
	original copy of the Certificate of Incorporation (COI) 2.2.1 The Receiving Officer thereafter assigns a processor to post-audit the documents in the CoRes system and stamps as received the		5 minutes	Computer Operator COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	hard copies of the registration application. 2.2.2 The Receiving Officer forwards the documents to the Printing Officer for the issuance of the Certificate of Incorporation 2.2.3 Prints the COR and enters the company details in the SEC EO Masterlist, and forwards the signed COI and registration documents to the Releasing Unit		1 minute Within 2 hours from receipt of registration documents	Computer Operator COS Confidential Assistant III
3. Presents proof of payment to the Releasing Unit, signs in logbook of documents released and on SEC copy of the certificate and receives the signed COI	3. Presents logbook of released certificates and COI copy of SEC for signature of claimant. 3.1 Registers Stock and Transfer Book except for	None	3 minutes 3 minutes	Administrative Assistant II COS
	OPC 3.2 Releases signed COI		1 minute	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Encodes data on details		5 minutes	
	of release in the CoRes			
	system Release in the			
	CoRes system			
TOTAL		For stock corporation	2 hours, 28 minutes	
		based on the authorized		
		capital stock:		
		With par value: 1/5 of		
		1% of the authorized		
		capital stock but not		
		less than P 2,000 or the		
		subscription price of the		
		subscribed capital stock		
		whichever is higher		
		Without par value: 1/5		
		of 1% of the authorized		
		capital stock computed		
		at P100 per share but		
		not less than P 2,000 or		
		the issue value of the		
		subscribed capital stock		
		whichever is higher		
		<u>By-Laws:</u> P 1,000		
		Foreign Investments		
		Act (FIA) Form 100:		
		P3,000.00		
		Company Name		
		Reservation: P100.00		
		Each additional trade		
		<u>name/s:</u> P100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp		
		<i>Tax</i> : P30.00		
		Legal Research Fee		
		(LRF): 1% of the Filing		
		Fee but not less than		
		Ten Pesos (P 10.00)		
		Book Registration Fee:		
		P150.00		

18. Regular Monitoring Ordinary Corporations

This service details the procedure on regular monitoring of One Person Corporations (OPC) and Ordinary Domestic Corporations (stock or non-stock) with 2 or more incorporators

Office or Division:	SEC Extension Office – Davao Extension	on Office			
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business				
Who may avail:	All registered domestic corporations throu	gh their Authorized Representatives			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
Basic Requirements		To be provided by client			
1. Latest Audited Financial Sta	atement				
2. Latest General Information	Shoot				
Z. Latest General Information	Ollegt				
Additional Requirements dependir	g on findings of the specialists				
 Copy of Registration of Stock Copy of the latest Confirmation Secretary's Certificate explain Information Sheet 					
4) Secretary's Certificate of No Intra-Corporate Dispute 5) Secretary's Certificate (Clarification)					
6) Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);					
 General Formal for Financial S assets exceeds Five Million Per 	Statements when the gross revenue/total esos (P5,000,000)				
8) OGA's Acknowledgement on I	Functional Currency				

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills up request form and number from the Records the retrieval of corporate	s Unit for	Retrieves the corporate records and checks the reports submitted. a. If reports are not current, advises client to submit lacking reports first	None	30 minutes	Administrative Officer II Administrative Assistant II COS
		 b. For corporations with updated reports, client is advised to follow-up within 16 days. 1.2.1 Prints Document Index List from ODRS and endorses request and corporate records to Specialist 		5 minutes	Administrative Officer II Administrative Assistant II COS
		c. Determines compliance, deficiencies and violations, if any. i.If no violations or deficiencies are noted, Monitoring Sheet reflecting compliance is issued. (Process proceeds to agency action 4.)		Within 16 days from date of request (45 minutes average per corporation)	Administrative Officer IV Securities Specialist II Securities Specialist I

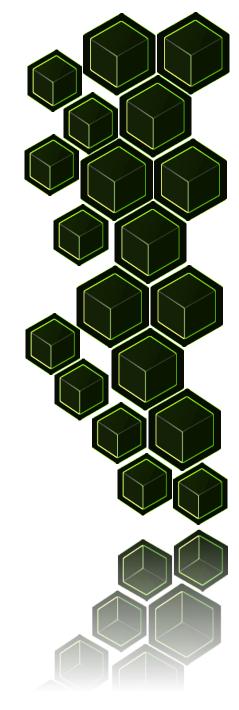
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ii.If not compliant, contacts client to inform him/her of findings of non-compliance.			
2. Returns on assigned day	 2. Presents the findings to the applicant 2.1. If there are deficiencies (such as lacking documents or documents that have to be re-submitted), the same have to be complied with first before MS may be issued. 2.2. If there are penalties imposed and/or findings that the party needs only to be informed of and the client is agreeable to the findings presented, the MS with penalty indicated and PAF will be issued and handded to the client who will be advised to pay penalty at any of the payment gateways (Process 		30 minutes	Administrative Officer IV Securities Specialist II Securities Specialist I

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		proceeds to Client step 3)			
3.	Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (SEC Cashier, LandBank Over-the-Counter or SEC payment portal through https://espaysec.sec.gov.ph/	3. If applicant pays at SEC Cashier, accepts the registration documents, PAF, money or manager's check and issues the OR. The SEC Cashier machine- validates the registration documents for payment details.	Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	5 minutes	SEC Cashier
4.	Returns Monitoring Sheet to Records Unit	4. Attaches Monitoring Sheet to corporate file and forwards documents to Office of the Director for review and signature	None	5 minutes	Administrative Assistant II COS
		4.1. Evaluates monitoring sheet; if in order, signs the sheet		15 minutes	Director
		4.2. Forwards signed monitoring sheet and		5 minutes	Confidential Assistant III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	corporate file to Records Unit for release			
5. Receives the signed Monitoring Sheet	 Presents MS copy of SEC for signature of claimant and subsequently releases signed Monitoring Sheet. 	None	5 minutes	Administrative Assistant II COS
TOTAL		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	16 days, 1 hour, 40 minutes	

ZAMBOANGA CITY SEC - EXTENSION OFFICE

SEC Bldg., San Jose Panigayan Street, Zamboanga City



1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

Office or Division:	SEC Zamboanga Extension Office	ce (SEC-ZEO)		
Classification:	Simple and Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All registered domestic corporation	All registered domestic corporations through their Authorized Representatives		
CHEC	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
-	ts (STOCK OR NON-STOCK	May secure Checklist of requirements and sample formats from the Public		
CORPORATIONS)	1 set original and 3 sets photocopies	Assistance and Complaint Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Amended Articles	of Incorporation/By-laws			
majority of the dire secretary, certifyir Incorporation and vote of the directo (iii) the date and p meeting; and (iv) t signatories which	tees` Certificate - notarized and signed by ectors or trustees and the corporate ag (i) the amendment of the Articles of indicating the amended provisions, (ii) the rs or trustees and stockholders or members, lace of the stockholders` or members` he tax identification number of the shall be placed below their names	050.750		
corporate dispute	ry`s Certificate on no pending case of intra-	SEC-ZEO		
5. Compliance Monit Clearance	oring Division (CMD) / EO Monitoring Officer			
6. Additional Require				
	m other SEC departments, if applicable			
companion members	stment company, Financing and Lending es, issuers of proprietary or non-proprietary thip (i.e. golf clubs), listed and public es and foundation (1 original copy)	Corporate Governance and Finance Department (CGFD)		

6.1.2For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)	Markets and Securities Regulation Department (MSRD)
7. Endorsement from other government agencies, if applicable (1 original copy)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES
	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
	B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
	C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
7.1. If the provision to be amended is the corporate name, submit:	
7.1.1.Name Verification Slip (1 original)	Name verification slip may be secured manually through the SEC EO by the verifying officer
7.1.2.Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)	May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day
7.2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
8. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	If corporate name is for amendment:	Approves or denies proposed name/s or trade name/s	P100.00 per proposed corporate/trade	10 minutes	Name Verification Officer/COS
	 Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) 	1.1. Approves or denies appeal for the proposed name/s or trade name/s	name/s	4-7 hours (CRMD process)	Administrative Assistant I
	1.2. If name is rejected, registrant may appeal for the proposed corporate name				
2.	For pre-processing, 2.1. Secures queueing number from the OOTD and proceeds to EO Securities	Verifies completeness of amendment requirements 2.1. If documents are complete:	None	5-15 minutes	EO Frontline Staff/ COS/EO Securities Specialist II
	Specialist II for presentation of documentary requirements	2.1.1.Endorses documents to Securities Counsel I			EO Securities Specialist II
		2.2. If documents are incomplete:			
		2.2.1.Returns documents to clients for compliance			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the corporation's name to be called by the Securities Counsel I	3. Processes and evaluates application for amendment 3.1. If compliant, issues Payment Assessment Form 3.2. If non-compliant, issues a checklist for compliance	None	1-2 working days	Securities Counsel I EO Securities Specialist II
4. Pays the filing fee	Issues the Official Receipt and machine-validated Payment Assessment Form	Filing Fees: Amendment of Articles of Inc. or By-laws: P1,040.00 (*+**+***) If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+***+*******) * Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00	10 minutes	SEC Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Taxes - P30.00 *Legal Research Fee- 1% of the Filing Fee for amendment (P10.00) **** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s ******* Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	5 minutes	EO Frontline Staff COS EO Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Incorporation and/or By- laws	None	15 minutes	EO Securities Specialist II
	6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws			EO Director
	6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws			COS
7. Proceeds to EO Counter for presentment of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	7. Releases signed Certificate of Amended Articles of Incorporation and/or Bylaws	None	5 minutes	EO Frontline Staff/ COS
TOTAL	ı	Filing Fees: Amendment of Articles of Inc. or By-laws: P1,040.00 (*+**+***)	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+**+***+***)		
		* Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00		
		Documentary Stamp Taxes - P30.00 *Legal Research Fee- 1% of the Filing Fee for amendment		
		(P10.00) **** Amendment with corporate/trade names, with additional P100.00 per		

2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships.

Office or Division:	SEC Zamboanga Extension Offic	e (SEC-ZEO)		
Classification:	Simple			
Type of Transaction:	G2B – Government to Business;G2	C- Government to Client		
Who may avail:	All registered partnerships through	their Authorized Representatives		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Basic Requirements (1 set original and 3 sets photocopies)		May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL http://www.sec.gov.ph/services-2/company-2/amendment/		
2. Cover Sheet				
3. Amended Articles of Partnersh	ıip	Any of the partners		
4. Additional Requirements				
4.1. Endorsement from other gapplicable (1 original)	government agencies, if	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas		
4.2. If the provision to be am submit:	ended is the partnership name,			
4.2.1.Name Verification Sli	p (1 original)	Name verification slip may be secured manually by OOTD		
required if already s photocopies)	to change partnership name. (Not stated in the AP) (1 original; 3	May secure copy from the Public Assistance and Complaint Desk/ OOTD		
4.3. If the provision to be ame submit:	ended is the change of partners,			

	4.3.1.Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)	
	4.4. If provision for amendment is to have foreign equity of a registered partnership, submit: F-106	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
5.	If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107	May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	If partnership name is for amendment:	Approves or denies proposed name/s or trade name/s	P100.00 per proposed partnership/trade	10 minutes	Name Verification Officer/COS
	1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)	1.1. Approves or denies appeal for the proposed name/s or trade name/s	name/s	4-7 hours	Administrative Assistant I
	If name is rejected, registrant may appeal for the proposed partnership name				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For pre-processing, secures queueing number from the OOTD and proceeds to Securities Specialist II for	Verifies completeness of amendment requirements 2.1. If documents are complete:		5-15 minutes	Name Verification Officer/COS Administrative Assistant I
presentment of documentary requirements	2.1.1.Accepts documents for assignment to CPRD processors			
	2.2. If documents are incomplete:			
	2.3. Returns documents to clients for compliance			
Waits for the partnership's name to be called by the Securities Counsel I	Processes and evaluates application for amendment	None	1-2 days	Securities Specialist II
	3.1. If complete and compliant, issues Payment Assessment Form			Securities Counsel I
	3.2. If non-compliant, issues a checklist for compliance			
4. Pays the filing fee	Issues the Official Receipt and machine-validated Payment	Filing Fees:	10 minutes	SEC Cashier
	Assessment Form	Amendment of Articles Partnership: P2,050.00		
		(*+**+***)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amended Articles		
		of Partnership		
		**Documentary		
		Stamp Taxes -		
		P30.00		
		***Legal Research		
		Fee-		
		1% of the Filing		
		Fee for		
		amendment		
		(P20.00)		
		**** Amendment		
		with		
		partnership/trade		
		names, with		
		additional P100.00		
		per reserved		
		corporate/trade		
		name/s		
		*****Amendment		
		with Deed of		
		Assignment of		
		Partner's Interest –		
		P2,000.00 per		
		Deed		
		*****Amendment		
		of Partnership with		
		Increase in Capital		
		– 1/5 of 1% of the		
		Partnership's		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital but not less than P2,000.00 *******Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment	Receives and verifies documentary requirements and proofs of payment	None	5 minutes	Frontline Staff COS/ Securities Specialist II
6. Waits for the issuance of signed Certificate	6. Prepares the Certificate of Amended Articles of Partnership	None	5 minutes	Securities Specialist II
	6.1. Signs the Certificate of Amended Articles of Partnership		10 minutes	EO Director
	6.2. Encodes signed Certificate of Amended Articles of Partnership		5 minutes	COS
7. Proceeds to EO Counter for presentment of the original proof of payment and receives the signed Certificate of Amended Articles of Partnership	7. Releases signed Certificate of Amended Articles of Partnership	None	5 minutes	EO Frontline Staff/ COS
TOTAL		Filing Fees:	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of Articles Partnership: P2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment		
		(P20.00) **** Amendment with partnership/trade names, with		
		additional P100.00 per reserved corporate/trade		
		name/s *****Amendment with Deed of Assignment of Partner's Interest		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		- P2,000.00 per Deed ******Amendment of Partnership with Increase in Capital - 1/5 of 1% of the Partnership's Capital but not less than P2,000.00 ******Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of		
		P30.00)		

3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

Office or Division:	SEC Zamboanga Extension Office (SEC-Z	EO)		
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Partnerships and Corporations duly record	ded and registered at Securities and Exchange Commission, respectively.		
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished requ	est form	EO Public Assistance/ OOTD		
	tified under oath by the Corporate	To be provided by the Company		
	sent capital structure of the Company			
	ationality, no. of shares and amount			
subscribed, amount of paid	· · · ·			
_	n non-existence of intra-corporate	Downloadable at SEC website through the following URL:		
dispute		http://www.sec.gov.ph/wp-		
A Audited Einangial States	nanta as of the last fiscal year stamped	content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf		
received by SEC and BIR	nents as of the last fiscal year, stamped	To be provided by the Applicant		
	Il Statements, in case there is/are	External Auditor to be engaged by the Company		
	cription/s or additional issuance of shares	- to man manor to so original sy and company		
	ized capital stock thru cash infusion			
made after the fiscal year of	or after the approval of the increase in			
•	by item 4, to be received by the EO after			
	eviewed by the Securities Counsel I			
6. Monitoring Clearance		SEC-ZEO		
•	ment for Percentage of Ownership			
7. Stock and transfer book verification)	of the corporation (to be presented for	To be provided by the Applicant		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number from the guard on duty	Calls the number through the system and assists the client	None	5 minutes	Frontline Staff/ COS/ Securities Specialist II
2.	Submits the requirements to the Securities Specialist II for pre-processing	2. Records the application for - pre-processing 2.1. For first time applicants, Assigns the application to an EO Securities Specialist 2.2. If for compliance, records the date of submission and forwards the application to the assigned EO Specialist 2.3. Advises the client when to follow up the application 2.4. Examines whether the	None	2 days & 6 hours	Frontline Staff Securities Specialist II/ Securities Specialist I EO Frontline Staff/ OOTD/ COS Securities Counsel I
		documents submitted are complete in form and in substance. 2.5. If application is complete and in order, the Securities Counsel I			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prepares Final Report and submits it to the EO Director/OIC for review			
	2.6. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*			
	2.7. Evaluates the final report and reviews the recommendation of the Securities Counsel I			SEC Director
	2.8. If approved for filing, orders the EO Specialist to issue Payment Assessment Form (PAF)			
	2.9. If not approved, returns the application to the EO Specialist. <i>Go to Step 2.3.1</i>			

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	Receives the follow-up slip and forwards it to the assigned financial specialist	None	15 minutes	Frontline Staff/ COS
4.	Receives the Payment Assessment Form	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Securities Specialist II
5.	Pays the corresponding filing fees	Receives and acknowledges payment	*PHP 1,040 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	10 minutes	Cashier/ Securities Specialist II
6.	Submits complete application requirements for processing together with the validated PAF 6.1. In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim	Receives complete application requirement and validated PAF 6.1. Receives the Audited Interim Financial Statements	None	1 hour & 10 minutes	Securities Specialist II/ Securities Specialist I Receiving Officer
	Financial Statements then proceeds to Step 6	6.2. Advises the client when to follow up the application		10 minutes	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3. Prepares Certificate of Paid-up			
	6.4. Signs the Certificate of Paid-up Capital			Director
	6.5. Records the approved Certificates of Paid-up Capital			COS
7. Presents the Official Receipt to the Counter Officer	Receives the Official Receipt	None	5 minutes	Frontline Staff
Receives the duly signed Certificate of Paid-up Capital	Releases the signed Certificate of Paid-up Capital	None	5 minutes	Frontline Staff/COS
TOTAL		P1,040.00 / copy	3 days	

4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

Office or Division:	SEC Zamboanga Extension Office (SEC-ZE	EO)		
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and Exchange Commission			
CHECK	KLIST OF REQUIREMENTS WHERE TO SECURE			
1. Cover sheet		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf		
2. Certificate of Increase	of Capital Stock	No Prescribed format. To be prepared by the Company in accordance with the		
		Revised Corporation Code (Sections 15 and 37)		
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with		
		Section 37 of the Revised Corporation Code		
4. Directors' certificate		EO Public Assistance or		
		Downloadable at SEC website through the following URL:		
		Directors' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Directors_Certificate.pdf		
		Trustees' Certificate - http://www.sec.gov.ph/wp-		
		content/uploads/2015/07/Trustees_Certificate.pdf		
5. Amended Articles of I	•	To be prepared by the Company		
	f record as of date of meeting approving	To be prepared by the Company		
	g their nationalities and their respective			
	ip capital on the present authorized capital			
	path by the corporate secretary			
_	on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following		
dispute		URL:		

		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate NonExistence Corp Dispute.pdf
8.	Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at SEC website through the following
	subscribing shareholders	URL:
		http://www.sec.gov.ph/wp-
		content/uploads/2015/07/Secretarys Certificate Waiver Pre emptive Rights.pdf
9.	i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year	To be provided by the company
	stamped received by BIR and SEC, if payment for subscription	
	is already reflected therein)	
	ii. SPECIAL AUDIT REPORT, if:	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
	a) listed companies;	at SEC website through the following URL:
	b) public companies defined in the Securities Regulation Code;	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
	c) companies that offer or sell securities to the public;	
	d) companies with secondary license;	
	e) Where payment to subscription to the increase is more than	
	P50,000,000.00	
	otherwise,	
	::: CUDCCDIDTION CONTDACT avacuted under cath among	EO Public Assistance
	iii. SUBSCRIPTION CONTRACT executed under oath among	EO Public Assistance
	stockholder/s, treasurer and president for the corporation,	
	stating the number of additional shares subscribed to and paid for.	
	IOI.	
	Note: Per Memorandum Circular No. 11 Series of 2016	
	110to. 1 of monioralidani on calal 110. 11 ochics of 2010	
	iv. For RURAL BANKS:	Bangko Sentral ng Pilipinas
	a) Notarized Certification on payment for subscriptions to be	
	signed by majority of the rural bank's Board of Directors in	
	accordance with the form required by BSP	
	account to the least of the lea	

b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification	
10. If the foreign equity is increased to more than 40%, compliance	Downloadable at SEC website through the following URL:
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance	SEC Extension Office
13. Others	

	CLIENT STEPS	AGEN	CY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Secures a number from the guard on duty		umber through the dassists the client	None	5 minutes	Frontline Staff COS/ Securities Specialist II
1	Submits the requirements to the Counter Officer for pre- processing	processing 2.1. For fi Assig an EC	rst time applicants, ns the application to D monitoring officer If for compliance, records the date of submission and forwards the application to the assigned EO processor	None	6 days, 5.5 hours	EO Frontline Staff Monitoring Officer/ Securities Specialist II/Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 2.2. Advises the client when to follow up the application 2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1.If application is complete and in order, the specialist prepares Final Report for inclusion in ICS records and endorsement to Securities Counsel I 2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1 			Monitoring Officer/ Securities Specialist II/Securities Specialist I
	2.4. Reviews the final report2.4.1.If compliant, orders the specialist to issue			Securities Counsel I

	CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Payment Assessment Form (PAF)			
			2.4.2.If not compliant, returns the application to the specialist. <i>Go to</i> <i>Step 2.3.2</i>			
3.	Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	4.	Receives the follow-up slip and forwards it to the assigned monitoring officer	None	15 minutes	Frontline Staff/COS
5.	Receives the Payment Assessment Form	5.	Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Monitoring Officer/ Securities Specialist II
6.	Pays the filing fees	6.	Receives and acknowledges payment	1. Amended Articles of Incorporation – P1,010*	10 minutes	Cashier
				Plus		
				2. Increase of Capital Stock -		
				**For corporation with par value –		
				1/5 of 1% of the increase in		
				capital stock but not less than P3,000.00 or the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscription price of the subscribed capital stock, whichever is higher		
		**For corporation without par value 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			4. Documentary Stamp tax of P60.00		
			*Inclusive of LRF of P10.00		
			***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
7.	Presents complete documents to Securities Specialist II	7. Assists clients/ receives complete ICS documents	None	10 minutes	Frontline Staff/COS
8.	.	8. Receives the complete application requirements ar validated PAF and advises client when to follow up its status		10 minutes	Securities Specialist II/ Securities Specialist I
		8.1. Encodes the details of Increase of Capital Stothers the system and forward the application to the	ock in	20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Securities Counsel for final check 8.2. Prepares Certificate of Increase of Capital Stock and Amendment of Articles		5 minutes	Securities Specialist II/ Securities Specialist I
	of Incorporation 8.3. Signs and approves the application		10 minutes	EO Director
	8.4. Forwards the approved application to the Releasing Unit		5 minutes	Securities Specialist II/ Securities Specialist I
9. Waits for number/ corporate name to be called at the EO Counter	Calls the number/ corporate name and assists the client	None	10 minutes	Frontline Staff/COS
10. Presents the Official Receipt to the Counter Officer	10. Receives the Official Receipt	None	10 minutes	Frontline Staff/COS
11. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	11. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	10 minutes	Releasing Officer/ COS
TOTAL			7 days	

5. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way: Conversion of advances/liabilities to equity

- 1. Stock Dividends
- 2. Land, building / condominium units
- 3. Untitled Lands
- 4. Inventories / Furniture / Personal Properties
- 5. Heavy equipment and machinery
- 6. Shares of stock
- 7. Motor Vehicle
- 8. Sea vessel / aircraft
- 9. Intangibles
- 10. Net assets

Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

Office or Division:	SEC Zamboanga Extension Office (SEC-ZE	EO)		
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Corporations duly registered at Securities and	Exchange Commission		
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE		
BA	SIC REQUIREMENTS			
1. Cover sheet	Cover sheet EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover-Sheet-for-Amendment.pdf			
2. Certificate of Increase	2. Certificate of Increase of Capital Stock No Prescribed format. To be prepared by the Company in accordance Revised Corporation Code (Sections 15 and 37)			
3. Treasurer's Affidavit		No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code		
4. Directors' certificate		EO Public Assistance or		

	Downloadable at SEC website through the following URL:
	Directors' Certificate - http://www.sec.gov.ph/wp-
	content/uploads/2015/07/Directors_Certificate.pdf
	Trustees' Certificate - http://www.sec.gov.ph/wp-
	content/uploads/2015/07/Trustees_Certificate.pdf
5. Amended Articles of Incorporation	To be prepared by the Company
6. List of stockholders of record as of date of meeting approving	To be prepared by the Company
the increase, indicating their nationalities and their respective	
subscribed and paid-up capital on the present authorized capit	al
stock certified under oath by the corporate secretary	
7. Secretary's Certificate on non-existence of intra-corporate	EO Public Assistance or Downloadable at SEC website through the following
dispute	URL:
	http://www.sec.gov.ph/wp-
	content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-	EO Public Assistance or Downloadable at SEC website through the following
subscribing shareholders	URL:
	http://www.sec.gov.ph/wp-
	content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. If the foreign equity is increased to more than 40%, compliance	
with registration under Foreign Investments Act***	http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
10. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11. Monitoring Clearance	SEC Extension Office
ADDITIONAL REQUIREMENTS	
depending on the mode of payment	
12. Conversion of Advances / Liabilities to Equity	
12.1. Audited Financial Statements (AFS) as of the last fiscal	To be provided by the company
year stamped received by BIR and SEC (if the advances	
are already reflected therein)	
12.2. A report to be rendered by an Independent CPA on the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable
verification of the advances to be converted to equity, if	at SEC website through the following URL:
not reflected in item 12.1	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf

12.3. Deed of Assignment of advances / liabilities	To be provided by the Company
13. Stock Dividends	
13.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary	To be provided by the Company
13.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Company
13.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct	To be provided by the Company
13.4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Company
13.5. Reconciliation of Retained Earnings	EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf
14. Land, buildings / condominium units	
14.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant	To be provided by the Applicant.
14.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
14.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
14.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.

14.5. Deed of Assignment	To be provided by the Applicant.
14.6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Applicant.
14.7. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer	To be provided by the Applicant.
14.8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
14.9. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
15. Untitled Lands	
15.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the Applicant.
15.2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
15.3. Latest realty tax receipts	To be provided by the Applicant.
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
15.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.
15.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated	To be provided by the Applicant.

15.7. Affidavit executed by the transferor attesting to the: 15.7.1.Existence (or non-existence) of easements over the untitled property 15.7.2.Kind/description of the easement and its location 15.7.3.Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	To be provided by the Applicant.
15.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital	To be provided by the Applicant.
15.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 15.9.1. There is no other claimant to the untitled land 15.9.2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or 15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.
15.10. Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.
15.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)	To be provided by the Applicant.
15.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
15.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
15.14. Deed of Assignment	To be provided by the Applicant.
15.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application	To be provided by the Applicant.

40.1	('	
	tories / Furniture / Personal Properties	
16.1.	Detailed schedule of property showing the description	To be provided by the Applicant.
	and the basis of transfer value (market value or book	
	value) certified by the company accountant	
16.2.	Special Audit Report by an Independent CPA on the	To be provided by the Applicant.
	verification and valuation of property, if transfer value is	
	based on book value	
16.3.	Deed of Assignment	To be provided by the Applicant.
17. Heavy	y equipment and machinery	
17.1.	Detailed schedule of the property showing the	To be provided by the Applicant.
	description and the transfer value certified by the	
	company accountant	
17.2.	Appraisal report by authorized appraiser (not more than 6	To be provided by the Applicant.
	month old). If the property is imported, valuation report	
	with description of the property) by the Bangko Sentral	
	Ng Pilipinas.	
17.3.	Deed of Assignment	To be provided by the Applicant.
17.4.	Certification from the transferor stating that the	To be provided by the Applicant.
	properties are existing and in good condition	
18. Share	s of Stock	
18.1.	Detailed schedule of the shares of stock showing the	To be provided by the Applicant.
	stockholder, stock certificate number, no. of shares and	
	the basis of transfer value (market or book value) certified	
	by the company accountant	
18.2.	Audited financial statements of the investee company as	To be provided by the Applicant.
	of the last fiscal year received by BIR and SEC	
18.3.	Deed of Assignment	To be provided by the Applicant.
18.4.	Certification by the Corporate Secretary of the investee	To be provided by the Applicant.
	company that the shares are outstanding in the name of	
	the assignor	

18.5.	Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.		
18.6.	Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)	To be provided by the Applicant.		
18.7.	Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf		
19. Motor	· Vehicles			
19.1.	Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant	To be provided by the Applicant.		
19.2.		To be provided by the Applicant.		
19.3.	Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.		
19.4.	Deed of Assignment	To be provided by the Applicant.		
19.5.	Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf		
19.6.	Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Applicant.		
20. Sea V	essel / Aircraft			
	Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant	To be provided by the Applicant.		

20.2	Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.2.	Certified true copy of the certificate of ownership	To be provided by the Applicant.
20.3.	Appraisal report by authorized appraiser (not more than 6 month old)	To be provided by the Applicant.
20.4.	Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the Applicant.
20.5	Deed of Assignment	To be provided by the Applicant.
	Affidavit of undertaking by an officer of the corporation to	To be provided by the Applicant.
20.0.	submit the required proof of transfer within the prescribed	For guidance, please refer to Memorandum Circular No. 14 series of 2013
	period	downloadable at SEC website through the following URL:
	period	http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
21. Intan	agibles	nttp://www.sec.gov.pn/wp-content/upioads/2010/00/sec-memo-no.14-52013.pdf
		To be associated by the Applicant
21.1.	Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2.	Copy of Certificate of Registration of Intellectual Property	To be provided by the Applicant
	Rights and mining permit for mining claims/rights	
21.3.	Appraisal report by an accredited appraisal company or by	To be provided by the Applicant
	a licensed Filipino mining engineer for mining	
	claims/rights (not more than 6 months old)	
21.4.	Deed of Assignment	To be provided by the Applicant
21.5.	Affidavit of undertaking by an officer of the company to	To be provided by the Applicant.
	submit proof of transfer of ownership within the	For guidance, please refer to Memorandum Circular No. 14 series of 2013
	prescribed period	downloadable at SEC website through the following URL:
		http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. Net A	Assets	
22.1.	Audited financial statements (AFS) of the applicant	To be provided by the Applicant
	corporation as of the last fiscal year received by BIR and SEC	
22.2.	Audited financial statements of single proprietorship /	To be provided by the Applicant
	partnership / division of corporation (for spin-off) as of last fiscal year	

	22.3. Long-form aud	t report of item no. 22.2		To be provided by	the Applicant	
	22.4. Deed of Assign	4. Deed of Assignment of the assets and liabilities		To be provided by the Applicant		
	22.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors		To be provided by the Applicant			
			To be provided by	To be provided by the Applicant		
	vehicles (prese	ne certificate of registration of tonication of the certification of the		To be provided by		
	22.8. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively		To be provided by			
	22.9. Photocopy of stock certificates (present original for verification)		, ,	To be provided by the Applicant		
		of Registration (for single prop		To be provided by the Applicant		
		ertaking by an officer of the co iired proof of transfer within th od		To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf		
	CLIENT STEPS	AGENCY ACTIONS	FEES	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secures a number through the queueing system	Calls the number through the system and assists the client	None		5 minutes	Frontline Staff
2.		2. Records the application for -pre-processing2.1. For first time applicants, Assigns		None	6 days & 5.5 hours	Frontline Staff Securities Specialist II/ Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the application to a FAAD specialist			
	2.1.1. If for compliance, records the date of submission and forwards the application to the assigned FAAD Specialist 2.2. Advises the client when to follow up the application 2.3. Examines whether the documents submitted are complete in form and in substance. 2.3.1. If application is complete and in order, the specialist prepares Final			Securities Specialist II/ Securities Specialist I Securities Counsel I
	prepares Final Report and			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submits it to the Securities Counsel			
	2.3.2. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1			
	2.4. Reviews the final report			
	2.4.1. If compliant, orders the FAAD Specialist to issue Payment Assessment Form (PAF)			
	2.5. If not compliant, returns the application to the			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	FAAD Specialist. Go to Step 2.3.2			
3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer	3. Receives the follow-up slip and forwards it to the assigned financial specialist	None	10 minutes	Frontline Staff
Receives the Payment Assessment Form	4. Prepares and issues Payment Assessment Form (PAF) to the applicant	None	10 minutes	Securities Specialist II
5. Pays the filing fees	5. Receives and acknowledges payment	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value - 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue	10 minutes	Cashier

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
			4. Documentary Stamp tax of P60.00		
			*Inclusive of LRF of P10.00		
			***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
6.	Secures a number through the guard on duty	6. Calls the number through the system and assists the client	None	5 minutes	Frontline Staff Information Officer III
7.	Submits complete application requirements for processing together with the validated PAF	7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status	None	50 minutes	Receiving Officer/COS
	in 4 sets	7.1. Encodes the details of the application in the system and forwards the			Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application to the Support Staff			
	7.2. Prepares Certificate			cos
	7.3. Signs and approves the application			EO Director
	7.4. Forwards the approved application to the Releasing Unit			Securities Specialist II/ Securities Specialist I
8. Secures a number through the queuing system (Releasing)	8. Calls the number through the system and assists the client	None	10 minutes	Frontline Staff/COS
Presents the Official Receipt to the Counter Officer	Receives the Official Receipt	None	10 minutes	Frontline Staff/COS
10. Receives the duly approved application	10. Releases the duly approved application	None	10 minutes	Frontline Staff/COS
TOTAL		1. Amended Articles of Incorporation – P1,010*	7 days	
		Plus		
		2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in		
		capital stock but not less than		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value –		
		1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	SEC Extension Office - ZEO	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All Registered Partnerships, Domestic	Corporations, and Licensed Foreign Corporations
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE
1. SEC FORM 2015-001 (1 Ori	ginal)	SEC EO
2. Monitoring Clearance (1 ph 2.1. Primary Licenses 2.2. Lending 2.3. Foundation	otocopy)	SEC EO MSRD CGFD
•	ondary Licenses, attach the Articles mended Articles of Incorporation, if	Corporate Secretary or at www.secexpress.ph Corporate Secretary or at www.secexpress.ph
4. For Partnerships, attach th Amended Articles of Partnerships	e Articles of Partnership or latest ership, if any	Totiporate coordary of at miniscoorpin

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secures a queueing number from the guard on duty	Calls the number through the system and assists the client	None	5 minutes	Frontline Staff/COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Waits for the processing of request2.1. Receives the PAF and pays to the cashier.	Receives application 2.1. Evaluate attachments 2.2. Verifies the status of corporation through CIS-URDB.	None	1 hour & 15 minutes	Administrative Assistant II
	 2.2.1.*If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier. 2.2.2.** If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), instructs the applicant to return to the department who encoded the infraction. 2.3. Receives the PAF and pays to the cashier. 	Certification Fee – P500 Documentary Stamp Tax – P30		Cashier
	2.4. Receives the machine validated Payment Assessment Form.			Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Prints the Certificate of No Derogatory Information through the CIS-URDB.2.6. Reviews the application and signs the Certificate of No December of the Certificate of No December of the Certificate of No December of the Certificate of the Certificate of No December of the Certificate of the Certi			EO Director
3. Waits for name/ number to be called	No Derogatory Information. 3. Calls the number		5 minutes	Frontline Staff/COS
4. Receives the certification	 4. Seals the Certificate of No Derogatory Information with the SEC logo 4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant. 	None	5 minutes	Administrative Assistant II Frontline Staff/COS
TOTAL		P530	1.5 hours	

7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

Office or Division:	SEC Zamboanga Extension Office (SEC-ZEO)		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Government Agencies		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
Signed Letter Request (1 original, 1 photocopy)		Requesting Government Agency	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the letter to the Office of the Director (OD) – EO	Receives the letter request 1.1. Assigns and forwards to concerned EO staff	None	5 minutes	Frontline Staff/COS
Waits to process the request	2. Prepares the requested documents and forwards to the Admin Asst I/ Admin Asst II	None	30 minutes	Administrative Assistant II/ Administrative Assistant I
	2.1.1.*If plain copy, prints the documents 2.1.2.**If authenticated	P10.00 per page		Assigned signatories of CTCs
	copy, prints and stamps the documents			
			5 minutes	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Prepares the letter reply and/or Payment Assessment Form (PAF) and forwards the same together with the documents to the authorized signatories 2.2.1.If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System			
	(GSIS) and other profit-making agencies, issues the PAF			
	2.3. For non-profit making agencies, do not issue a PAF			F0. P: - /
	2.4. Signs the letter and/or documents and forwards to the Administrative Assistant II			EO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives the transmittal letter with attached document/s	 3. Transmits the signed letter reply with attached documents 3.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s 3.2. If the requesting party is outside Zamboanga City, transmits by courier/express 3.3. Transmits the signed letter reply with attached PAF through courier/express 	None	5 minutes per agency	Administrative Assistant I
TOTAL		P10.00 per page	40 minutes	

8. Public Assistance & Complaint Desk

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

Office or Division:	SEC Zamboanga Extension Office (SEC-ZEO)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Gets a number from the guard on duty and proceed to EO Counter	Presses the queueing button to call the number of the client	None	5 minutes	Frontline Staff/ COS
Presents concern/s, query or complaint 2.1. Presents written	Renders advice depending on the nature of the concern/query; or	None	45 minutes	Frontline Staff (OOTD)
complaint	2.1. Hands out the requested checklist of requirements, guidelines, or sample forms;			Frontline Staff (OOTD)
	2.2. Refers to the appropriate EO staff			Frontline Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Endorses written complaint to the Office of the EO Director and advises party to expect feedback within five (5) working days			(OOTD) Information Officer EO Director
TOTAL		None	50 minutes	

9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

Office or Division:	SEC Zamboanga Extension Office (SEC-ZEO)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
If reports/reportorial requirements, bring 5 sets/copies. Otherwise,			
no other requirements needed.			

Option 1 – Walk-in submission of reports/reportorial requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client gets a queuing number from	Calls on the client's number	None	2 minutes	Frontline Staff
Presents 5 sets/copies of documents to Receiving Officer	Encodes document, prints barcode page, and attached barcode page to each copy		3 minutes/doc	Administrative Assistant II
TOTAL	· ·	None	6 minutes	

10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

Office or Division:	SEC Zamboanga Extension Office (SE	EC-ZEO)		
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2B – Go	vernment to Business		
Who may avail:	All Natural and Juridical persons and the	eir representatives		
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE		
1. Cover Sheet		Company Registration System (CRS)		
 Articles of Partnership (for partnerships) Articles of Incorporation (for stock and non-stock corporations) Treasurer's Affidavit (for stock corporation only) 		SEC Extension Office		
 5. By-Laws (for stock and non-stock corporations) 6. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH 7. Affidavit of Accuracy 8. Affidavit of Correctness 		CRS website: <u>crs.sec.gov.ph</u> Computation of filing fee: <u>www.sec.gov.ph/wp-</u> <u>content/uploads/2017/03/2017MCno03-new2.pdf</u>		
*Please be informed to arrange checklist in 1 original and 2 ph	ed in accordance with the order in the otocopies			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an email account in the CRS	System sends verification confirmation to allow applicant	None	10 minutes	Applicant/registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to sign-in into the facilities therein. 1.1. Email account created automatically expires within 90 calendar days if inactive.			
Verifies, reserves or appeals the proposed company name with or without trade name/s	System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4th day if in-forms are not filled up	None	10 minutes	Applicant/registrant
3. Starts filling out company details and submit forms on-line	Systems validates the company information encoded	None	30 minutes	Applicant/registrant
Submits the hard copies of signed and notarized documents	Receives the application documents and assigns to a processor	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of	5 minutes	Frontline Staff/COS/ Administrative Officer III
	4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-	the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock	6 hours	Securities Specialist II/ Securities Specialist I/ Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Dummy Law and other special laws and applicable SEC rules and regulations 4.1.1.If compliant, processor issues a Payment Assessment Form (PAF) 4.2. Required filing fees based on Memo Circular No. 3, series of 2017	computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws for both stock and non-stock corporations: P 1,000 Articles of Incorporation for non-stock corporation: P 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00		
	4.2.1. If non-compliant, application will be returned to the party	Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00)		
Submits the proof of payment and documents	5. Officially receives and stamps the hard copies of the registration application and forwards to SEC EO for generation of the Certificate of Registration (COR)	None	10 minutes	Securities Specialist II/ Securities Specialist I
			10 minutes	cos

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1. Enters company name in the SEC EO Masterlist, generates registration and prints Certificate			
	5.2. Reviews and evaluates the application with		30 minutes	Securities Counsel I
	supporting documents 5.2.1.If compliant, signing of the Certificate of Registration (COR)		10 minutes	EO Director
	5.2.2.If non-compliant, documents were returned to the processor, then to the party/client			
6. Presents Official Receipt to secure the Certificate of Incorporation		None	5 minutes	Releasing Officer/COS
TOTAL	1	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the	1 day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws for both stock and non-stock corporations: P 1,000 Articles of Incorporation for non-stock corporation: P 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P		RESPONSIBLE
		10.00)		

11. Registration of Corporations with less than 5 Incorporators

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC).

Office or Division:	SEC Zamboanga Extension Office (SEC-ZE	O)
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2B – Governm	ent to Business
Who may avail:	All Natural and Juridical persons and their rep	resentatives
CHECKI	LIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet		SEC Extension Office
•	on (for stock and non-stock corporations)	
•	or stock corporation only, optional if	
	in accordance with the RCC is	
	icles of Incorporation (AI))	
	d non-stock corporations)	
1	ct Form 100 (for stock corporations with	
more than 40% foreign	equity) whose paid-up capital is CASH	
*Please he informed to arra	ange in accordance with the order in the	
checklist in 3 original and	_	
	· p	Computation of filing fee: www.sec.gov.ph/wp-
		content/uploads/2017/03/2017MCno03-new2.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Log-in to https://apps004.sec.gov.ph:8001/application https://apps004.sec.gov.ph:8001/application	1. None	None		Applicant/Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-out all the details needed and submit online	 System assigns the application to Name Verification Officer for the reservation of corporate name Whether name is approved or disapproved, the name verification officer assigns the application to a processor Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the system. 	None	1-3 days	Name Verification Officer Securities Specialist II/ Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	The system will send the PAF or the comments to the email of the applicant/registrant.			
Pays the filing fees and submits the hard copies of signed and notarized documents	Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor 3.1. Processor reviews the	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized	5 minutes	Cashier
	documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are	capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher	30 minutes	Securities Specialist II/ Securities Specialist I
	returned to the applicant/registrant.	Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the	15 minutes	
		subscribed capital stock whichever is higher By-Laws for both stock and non-stock		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		corporations: PHP 1,000 Articles of Incorporation for non- stock corporation: PHP 1,000 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
Submits the proof of payment and documents	4. Officially receives and stamps the hard copies of the registration application and forwards to the Processor for generation of the Certificate of Registration (COR)	None	5 minutes	COS

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.1. Enters company name in the EO Masterlist and prints Certificate		5 minutes	COS
		4.2. Reviews and evaluates the application with supporting documents		10 minutes	Securities Counsel I
		4.3. If compliant, signs the Certificate			
		4.4. If non-compliant, returns documents to the processor, then to the party/client			EO Director
5.	Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR)	6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minutes	Frontline Staff/COS
ТО	TAL	, - F -	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is		
		higher <u>Without par value</u> : 1/5 of 1% of the authorized capital		
		stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the		
		subscribed capital stock whichever is higher By-Laws for both		
		stock and non-stock corporations: PHP 1,000		
		Articles of Incorporation for non-stock corporation: PHP 1,000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00		
		Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee		
		(LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		

12. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232).

Office or Division:	SEC Zamboanga Extension Office (SEC-Z	EO)	
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2B – Govern	ment to Business	
Who may avail:	All Natural and Juridical persons and their re	presentatives	
CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE	
1. Cover Sheet		SEC Extension Office	
2. Articles of Incorporation	on		
3. Acceptance letter of the	e Nominee and Alternate Nominee		
*Please be informed to arrange in accordance with the order in the			
checklist in 3 original set and 1 photocopy			
		Computation of filing fee: <u>www.sec.gov.ph/wp-</u>	
		content/uploads/2017/03/2017MCno03-new2.pdf	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to https://apps004.sec.gov.ph:8001/application	1. None	None		Applicant/Registrant
Fill-out all the details needed and submit online	System assigns the application to Name Verification Officer for the reservation of corporate name	None	10 minutes	Name Verification Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. Whether name is approved or disapproved, the name verification officer assigns the application to a processor			
	2.2. Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations		1-3 days	Securities Specialist II/ Securities Specialist I
	2.3. If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or the comments to the email of the applicant/ registran			
Pays the filing fees and submits the hard copies of signed and notarized documents	Receives the payment for filing fees, issues a receipt	For stock corporation based on the	5 minutes	Frontline Staff/COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and forwards the registration documents to a processor 3.1. Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant.	authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher	30 minutes 15 minutes	Securities Specialist II/ Securities Specialist I
		Articles of Incorporation for non- stock corporation: PHP 1,000 Foreign Investments Act (FIA) Form 100: PHP 3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company Name Reservation: PHP 100.00		
		Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00		
		Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP		
		10.00)		
Submits the proof of payment and documents	4. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the generation of the Certificate of Registration (COR)	None	5 minutes	Frontline Staff/COS
	4.1. Enters company name in the EO Masterlist and prints Certificate		5 minutes	COS
	4.2. Reviews and evaluates the application and supporting documents			
			10 minutes	Securities Specialists II/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3. If compliant, signing of the Certificate of Registration (COR)			Securities Specialist I
	4.4. If non-compliant, documents returned to the processor, then to the party/client			EO Director
 Presents Official Receipt to secure the Certificate of Incorporation and signs the receiving logbook as proof of receipt of the Certificate of Registration (COR) 	5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	5 minutes	Administrative Assistant II/ EO Frontline Staff/COS
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the		RESPONSIBLE
		Filing Fee but not less than Ten Pesos (PHP 10.00)		

13. Registration of Partnerships through the CRS

This service details the procedure and documentary requirements for the issuance of Certificates of Records. The process is done through the Company Registration System at *crs.sec.gov.ph*, the online registration system of the SEC.

Office	or Division:	SEC Zamboanga Extension Office (SEC-Z	(EO)		
Classif	fication:	Simple			
Type o	f Transaction:	G2C – Government to Citizen			
Who m	ay avail:	All natural and juridical persons and their rep	presentatives		
	CHECKL	ST OF REQUIREMENTS	WHERE TO SECURE		
1.	Cover Sheet (2 orig	ginal; 1 photocopy)	CRS-generated		
2.		Articles of Partnership (1 original; 2	CRS-generated		
	photocopies)				
3.		lumbers (TIN) of Filipino partners	Bureau of Internal Revenue (BIR)		
		partnership (to be written in the Articles			
1	•	applicable document/s) lumbers (TIN) or passport numbers of	Bureau of Internal Revenue (BIR)		
4.		be written in the Articles of Partnership	buleau of lifternal Neverlue (bilt)		
	and applicable doc	•	http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-		
5.		of foreign company (if a partner in the	Capital Final1.pdf		
		nent is signed in the home country)			
6.		of the Foreign Company authorizing it to			
	•	ontract of Partnership			
	•	ostilled Document) and designating the			
7	authorized signatu	res			
7.	Minimum paid-up	ar mare foreign northorn	CDC concreted		
8. 9.		or more foreign partners I F-105 (Foreign Investments Act	CRS-generated		
J.	_	i i - 100 (i Oreigii ilivestilienta Act			
	Application Form)				

10. If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F- 105 (1 original; 2 photocopies)	Philippine Embassy/Consulate
11. If applicable, Endorsement/Clearance from other	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER
government agencies, if applicable (1 original, 2 photocopies)	GOVERNMENT AGENCIES
	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas
	B. Insurance/Mutual Benefit Association/ Health Maintenance Organization-Insurance Commission
	C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Creates an account in the Company Registration System (CRS) by logging in at www.crs.gov.ph	System sends verification confirmation to allow applicant to sign-in in the facilities therein.	None	10 minutes (under normal circumstances, i.e. system is working)	System-generated
1.1. Verifies the created account through e-mail then logs-in his/her account	1.1. *Email account created automatically expires within 90 calendar days if inactive		1 minute	
Verifies, reserves, or appeals the proposed company name including	1.2. System approves/denies the proposed company name in accordance with		10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
trade or business names, if applicable.	Memorandum Circular No. 13, series of 2019			
1.3. If approved, proceeds with the encoding of company information	1.3. System approves the proposed name/s			
company information	1.4. Approves the appeal		30 minutes	Name Verification Officer
1.4. *Reservation of				
proposed company name expires on the 4 th	1.5. Denies the appeal			
day if in-forms are not filled up	1.6. None			
	1.7. System acknowledges			
1.5. If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents 1.6. Encodes company	submission of documents			
information				
1.7. Uploads and submits CRS-generated or non- CRS generated documents				
Waits for the evaluation of	2. Evaluates uploaded	None	1-6 hours per	Securities Specialist II/ Securities
submitted documents	documents		application	Specialist I
Receives notification through email and CRS account	System issues compliance e- mail alert if the documents are	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements	incomplete or with deficiencies 3.1. System issues payment e-mail alert if the documents are complete and in order			
3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements				
3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS				
3.4. If on collection, prints the Order of Payment				
Presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF)			
4.1. If at SEC Head Office or Extension Office, presents the Order of Payment	4.1. Presents PAF to the assigned CRS processor		5 minutes	Securities Specialist II / Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 4.2. *Brings the documentary requirements 4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment 	for his/her initial/signature 4.2. Issues machine-validated Oncoll Payment Slip/s		1 minute	
Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00. c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00	5 minutes	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 5.1. Upon payment, 5.2. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or 5.3. Uploads the proof of payment and documentary requirements in CRS 	5.4. Uploads the proof of payment and documentary requirements	None	2 minutes	Frontline Staff/ COS
6. Gets a number and proceeds to the EO Counter 6.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section	 6. Calls the number 6.1. Checks the completeness of the documents submitted to ensure that there is at least one original set of the application 6.2. Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration 	None	1 minute 5 minutes	Frontline Staff/ COS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Waits for the release of the signed Certificate	Checks the uploaded proof of payment and documentary requirements	None	5 minutes	Securities Specialist II/
	7.1. If complete and compliant, tags the application in CRS as "For Receiving"		5 minutes	Securities Specialist I
	7.2. If incomplete and/or non- compliant, returns the application to the applicant through CRS		5 minutes	
	7.3. Tags the application in CRS as "Received"		5 minutes	Frontline Staff/COS
	7.4. Retrieves the hard copies of the application and forwards to the Data Analyst			
	7.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary			
	requirements to the authorized signatory			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.6. Reviews the application7.7. Signs the Certificate; or		10 minutes	Director
	 7.8. Returns the application for compliance. 7.9. Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the EO Counter 		5 minutes	Frontline Staff/COS
8. Gets a number and proceeds to the EO Counter8.1. Presents original proof of	8. Calls the number8.1. Releases Certificate and	None	1 minute 5 minutes	Frontline Staff
payment to the EO Counter and claims the Certificate and URR	URR to the applicant			
TOTAL		a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.	2 hours and 21 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

14. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock).

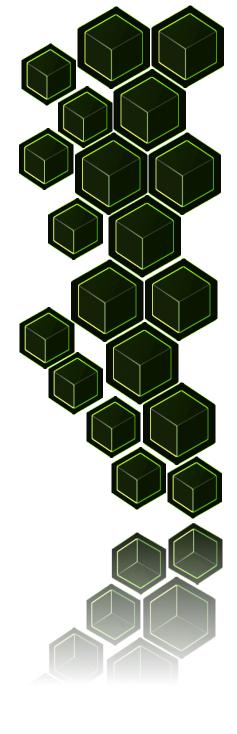
Office or Division:	SEC Zamboanga Extension Office (SEC-ZEO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All registered domestic corporations through their Authorized Representatives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of the Latest due Financial Statements and	To be provided by client
any amendments thereto (duly stamped received by BIR and SEC)	
2. Copy of the Latest due General Information	
Sheet and any amendments thereto (duly	
stamped received by SEC)	
3. Copy of the Certificate of Incorporation and	
latest Certificate of filing of Amended Articles or	
By-laws (if any) together with copies of the	
latest Articles of Incorporation and By-laws	
4. Copy of Registration of Stock and Transfer	
Book/Membership Book 5. Copy of the latest Confirmation of Payment	
(COP), if any	
6. Other documents (per monitorer's instructions)	Public Assistance and Complaint Desk/EO Counter
such as:	
7. Secretary's Certificate explaining the double	
filing of General Information Sheet;	
8. Secretary's Certificate of No Intra-Corporate	
Dispute;	
9. Secretary's Certificate (Clarification)	

- 10. Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);
- 11. General Formal for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)
- 12. OGA's Acknowledgement on Functional Currency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits completely filled-up "Request for Monitoring" and the	 Pre-evaluates required documents 1.1. If documents are not complete, 	None Guidelines on the	15 minutes	Frontline Staff/COS
required documents	the same are returned together with the checklist of the requirements;	Imposition of fines or penalties for noncompliance with reportorial		
	1.2. If the documents are complete the request is accepted and assigned to monitoring staff the proposed name/s	requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess		
	Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh)	profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	30-45 minutes on average per corporation	Administrative Assistant II
Returns on assigned day, and if is	2. Presents the findings to the applicant	None	1-2 days	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
agreeable to the findings presented, signs the MS	2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director for signing			EO Director
3. Pays the assessed fines and penalties	3. Receives payment of assessed fines and penalties and issues official receipt	None	10 minutes	Cashier
TOTAL		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	2 days	

LIST OF EXTENSION OFFICES



SEC CONTACT CENTER

The Securities and Exchange Commission (SEC) Main Office, Satellite Offices and Extension Offices will continue to operate at limited capacity and implement alternative work arrangements while quarantine measures remain in place across the country due to the COVID-19 pandemic.

In the meantime, the public may reach the Commission through the following email addresses and interim hotline numbers for queries and other concerns during office hours.

EXTENSION OFFICE	EMAIL ADDRESS	INTERIM HOTLINE
SEC BAGUIO	secbaguio@sec.gov.ph	0945-356-4001
SEC BAGOIO	secbagulo@sec.gov.pri	0939-325-3657
SEC TARLAC		
CRS Concerns		0936-455-7155
IRS/SEC ESPARC		0926-902-2405
Amendments	secteo@sec.gov.ph	0931-791-4841
Monitoring		0915-358-1041
OST, Receiving, CTC		0950-029-5715
Other Iquiries		0948-133-2685
SEC LEGAZPI		
Company registration, reportorial requirements, request for		
authenticated	secbicol@gmail.com	0915-354-4131
copies of documents	300blooi@gmail.com	
Monitoring, amendment, requests for		
certificate of good standing, other		0929-883-1917
concerns		
SEC CEBU	seccebu@sec.gov.ph	
Information/ Officer of the Day	seccedu@sec.gov.pn	0915-590-7180
Records		(032) 416-9339

EXTENSION OFFICE	EMAIL ADDRESS	INTERIM HOTLINE
Releasing		(032) 412-7091
Monitoring/ Legal/ Accounting		(032) 255-2874
SEC Cebu Satellite Office (Robinsons Galleria)		0969-211-9012
		(034) 445-5713
SEC BACOLOD	sec.bcdextension@gmail.com	(034) 445-5174
OLO BACOLOB	secbacolod2018@gmail.com	0905-568-8256
		0998-841-2004
850 11 011 0	sec_iloilo@sec.gov.ph	(033) 337-9984
SEC ILOILO	sec_ieo6@yahoo.com	(033) 335-0025
		(088) 857-7225
	seccdoeo@gmail.com	(088) 327-3309
SEC CAGAYAN DE ORO		(088) 727-059
	reports_cdo@sec.gov.ph	(088) 726-948
		0999-990-0264
050 54/40		0915-327-4459
SEC DAVAO	secdavao@gmail.com	0933-455-3547
SEC ZAMBOANCA	sec_zeo@yahoo.com	(062) 991-7163
SEC ZAMBOANGA	reports_zeo@sec.gov.ph	0956-226-0229